

EVENT OPERATIONS – (part-time)

POSITION SUMMARY:

Performs grounds keeping and provides event support on weekend events including opening and locking buildings and monitoring event needs.

LOCATION

This position is located at our beautiful Meadow Event Park, located at 13191 Dawn Blvd, Doswell, VA 23047.

Hours: This is a **PART-TIME** position with flexible hours, **MUST** have availability to work weekend events.

PRIMARY DUTIES

- Open and close buildings and property assets as needed for weekend event rentals.
- Serves as a point of contact for event partners and monitors' needs.
- May perform basic maintenance tasks while on duty such as: painting, grass mowing, and basic repair jobs.
- Supports implementation of special events to include: setup, cleanup, electrical needs, custodians, trailers, tent rentals, bleachers, signage installation, equipment rentals, benches, sound, etc.
- Respond quickly to emergency situations, requesting additional assistance as needed.

ADDITIONAL DUTIES

- All other duties as assigned by manager

MINIMUM EDUCATIONAL/EXPERIENCE QUALIFICATIONS

- High school diploma or general education degree (GED)
- Minimum 5 years' experience in building and mechanical equipment maintenance and repair and/or trade school training
- Must have valid driver's license and reliable transportation
- Must possess diplomatic skills in working with varied organizations
- Basic knowledge of Microsoft Office products to include Word, Excel and Outlook

- Must have strong customer service skills
- Ability to work extended periods of time in outdoor and indoor environments
- Ability to perform under high stress environments
- Ability to troubleshoot equipment failures
- Able to communicate complex technical information to peers and management
- Physical requirements include stooping, standing, walking, climbing stairs/ladders and the ability to lift/carry heavy loads of 50 lbs. or more
- Must have valid VA driver's license

PREFERRED QUALIFICATIONS

- Knowledge of agriculture

Virginia Farm Bureau Companies provide equal employment opportunity in all aspects of employment without regard to race, color, national origin, religion, gender, pregnancy, age, disability, orientation or veteran status.

VAFB supports compliance with COVID-19 protocols.