

The State Fair of Virginia is seeking a **Seasonal** key individual to be an on-site lead for their evening hospitality experience, “The Sunset Club” in the Meadow Hall.

The Sunset Club: The Sunset Club is an elevated State Fair of Virginia experience for guests who want to enhance their time at the fair. Tickets are sold in pairs by day or as a 10-day package and include exclusive evening access to the Meadow Hall Mansion, veranda, and lawn with private cash bar and bathrooms. This event is a fundraiser for the State Fair of Virginia Youth Scholarship Program which awards over \$80,000 annually to Virginia’s youth for continued education to achieve their dreams.

Hours:

This is a **Seasonal/Contract** Position, during The State Fair position is on site from September 26th through October 5th from 3:00pm to 9:30pm. Contract would include additional time prior to the State Fair for event planning.

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

Duties:

Pre-Fair:

- Develop planning and deliverables timeline for this event.
- Work with staff to create an event scope and layout, including table and event decorations
- Work with staff to make decisions regarding food and beverage offerings. SFVA Staff will sign and confirm any necessary contracts.

During Fair:

- Oversee daily set up, preparation and any contract deliveries; ensure Mansion is ready to open to guests at 5:00 PM daily.
- Refresh hospitality area and ensure bar and snacks are stocked
- Ensure positive guest experience through check-in and during the evenings
- Work as on-site lead during operational hours of the Sunset Club
- Communicate with bartenders, RMC door guards and other support staff
- Communicate additional support needed to achieve setup and success
- Make sure the Mansion is well kept each evening following close (9:00 PM daily)

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.