



**Job Title: Group & Guest Experience Assistant**

**Reports to: Business Development & Guest Experience**

**Terms: Fair-time Seasonal**

**Hours: Up to 40/week during peak hours; max 200-250/year**

**Wage Range: \$16.66- \$18.50**

**Summary:** The Group & Guest Experience Assistant will help process, print and deliver group orders, set up event spaces, meet clients on day of event, ensure event runs smoothly and tear down event. Additionally, this position will help plan and prepare for large parties and corporate events with advance organization of event day activation materials, signage requests, work orders for venue setup, cleanup and resets. This position will also schedule and advise the Street Team on set-up, registration, ticket distribution and event details.

**This position is a part-time, non-benefited position with varying schedule year-round.**

**Responsibilities:** Must be available part-time starting in July and full-time throughout September. Must be comfortable working with other departments, meeting clients, directing the Street Team members on event day needs and helping plan, process and execute all group orders and events.

**Desired Qualifications:**

- Excellent Customer Services skills are key in this position
- Proficiency in computer usage, phone, printer, copier, 2-way radio and golf cart operations preferred.
- Must be able to lift 40 pounds and be standing for hours at a time.

**Work environment/Physical Demands:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Private events and parties often require early morning, late nights and long hours on feet, often lifting and moving heavy furniture around event spaces.

**How to Apply:**

Please email cover letter and resume to [Kalelar@thefair.com](mailto:Kalelar@thefair.com) Job posting will remain open until the position is filled.