

EMPLOYMENT PROCESS

(Please read)

Please review all of the job listings in this guide before applying for a position at the State Fair of West Virginia.

If you are hired for a position, you will be expected to perform the tasks as described for that job.

We occasionally have part time and full time staff positions available. If you are interested in being considered, you will want to mark the appropriate box on the employment application.

All applications will be reviewed and given to the supervisor of the position listed as your first choice on the application.

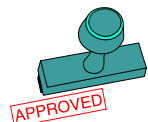
The supervisor will review your application and contact you by phone for an interview.

You will either be selected for the position or your application will be referred to your second choice. Most jobs for Fair Week Only positions are interviewed in July.

Interviewing does not guarantee you a position at the Fair. You will be notified if you are hired for a specific position.

If selected, the offer is contingent upon your successful completion of the entire hiring process. You will be contacted to complete the required paperwork and scheduled for job orientation.

If you are selected for employment you will be required to furnish documents that establish identity and eligibility to work in the United States, in compliance with the Immigration and Naturalization Act of 1986.



All positions pay at least minimum wage, and many are higher, depending on skill level required and length of employment.

EMPLOYMENT GUIDE 2012



**State Fairgrounds
PO Drawer 986
Lewisburg, WV**

**Phone: 304/645-1090
Fax: 304/645-6660**

**Visit www.statefairfww.com
for information about this year's**

EMPLOYMENT GUIDE

This brochure contains descriptions of positions, qualification requirements, and other information about working at the State Fair of West Virginia. All positions require a commitment to providing customer service, attending training meetings, and following the rules and regulations of the State Fair.



The State Fair averages close to 5,000 entries in the Home Arts & Garden Show.

BEHIND THE SCENES

Competitive Exhibit Assistant – Assists in the organization of competitive, livestock, and special exhibit programs; performs clerical and non-clerical duties associated with State Fair entries, assists in inventorying ribbons and preparing exhibits for judging and dismantling and returning entries; aids department superintendents. Maximum 5 positions. May-August hiring. Varying hours.

Office Clerk – perform a variety of duties requiring limited knowledge of office management, equipment, and computer programs; basic banking knowledge; strong customer relation skills; telephone skills; and ability to multi-task. Full Season (May-September). Daytime and evening hours.

Stage Assistant – loads and unloads materials from designated storage areas; adjusts or replaces equipment parts; installs protective devices to prevent shifting or damage to transported items; handles props during performances; rigs and dismantles stage or set equipment such as frames,

scaffolding, platforms, or backdrops; erects covers to protect equipment from weather; and assists production, lighting, and sound teams; should be able to lift minimum of 50 lbs. Fair week only; Daytime and night hours.

CUSTOMER SERVICE



Did You Know...Over 200,000 guests visit the State Fair each year!

Courtesy Shuttle Driver – greet visitors; monitor visitor's activities to ensure safety. Requires valid drivers license and experience driving a golf cart. Fair week only. Daytime and night hours.

Gate Assistant – assist patrons who request hand stamp upon exiting the fair; must have excellent customer service skills and excel at welcoming guests as they enter the fair; must have knowledge of facility and events on a daily basis. Requires standing for long periods and working outdoors. Fair week only. Daytime and night hours.

Grandstand Usher – Assist patrons at entertainment events by performing duties such as checking tickets; assisting with seating; directing patrons to restrooms, concession stands, and telephones; distributing programs; greeting patrons; providing assistance with patrons' special needs (such as helping those with wheelchairs); picking up trash; cleaning the seating areas and walkways. Fair week only. Daytime and evening hours.

Guest Relations – knowledge of cash register operation; merchandise display and inventory skills; strong customer relation skills; care and record of rental items; operate basic office equipment; able to lift a minimum of 15 lbs. Fair week only. Daytime and evenings hours.

Guest Surveyor – approach and question patrons about their choices of activities at the Fair; be able to convey importance of answers; complete the required survey quickly and accurately; be outgoing and able to answer customers' questions and give information; record information neatly and legibly. Fair week only. Daytime and evening hours.

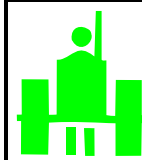
Tractor Shuttle Driver – describe tour points of interest and respond to questions; monitor visitor's activities to ensure safety; and provide pertinent information to visitors. Requires valid drivers license and experience driving a tractor with equipment. Fair week only. Daytime and evening hours.

JANITORIAL

Custodian - clean buildings and work areas; sweeping, mopping, or scrubbing floors; gathering and emptying trash; servicing, and supplying restrooms; cleaning windows and mirrors; keeping storage areas well-stocked, clean, and tidy; removing debris from work area and walkways; be able to lift a minimum of 15 lbs. Fair week only. Daytime and evening hours.

Maintenance

Assistant/Grounds Keeping – keep machines and mechanical equipment working; carpentry skills; repairing buildings as needed; material loading and lifting; maintain grounds using tools for mowing, trimming, planting, watering, fertilizing, digging, raking, and flower care; also responsible for hanging of banners and sign placement; should be able to lift minimum of 50 lbs. Requires valid drivers license. Ability to drive/operate machinery a plus. **Full Season** (May-September) and **Short-Season** (mid-June-end of Fair). Some weekend and evening hours.

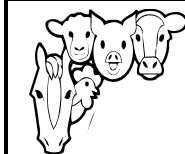


The fairgrounds, track, and livestock barns were originally built in 1921 for The Greenbrier Valley Fair.

Livestock/Barn Area

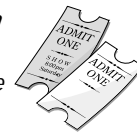
◆ **Rabbit Assistant**—must know proper care and handling; knowledge of breeds; keep area clean and organized; and assist superintendent with judging and other show necessities. Fair week only. Daytime and evening hours.

◆ **Manure Hauler**—must be able to operate a tractor with loader and a dump truck, have a valid driver's license, and work early am shifts (beginning at Midnight, 2 am or 4 am).



Did You Know...the State Fair has over 5,000 animals competing in shows each year.

Gate admission is included with each Grandstand concert ticket and Mega Pass purchased before arriving at the fairgrounds.



TICKET SALES

Excellent cash handling skills; ability to greet customers; maintain clean and orderly checkout areas; ability to operate a cash register and credit machine; and resolve customer issues.

◆ **Box Office (Full season/May-August)** and
◆ **Box Office (Partial season/July-August)** in addition to Ticket Sales qualifications, Box Office staff operate a computerized ticket ordering system; print, proof, and mail admission and concert tickets

◆ **Gate Sales** (Fair week only. Daytime and evening hours)

◆ **Lottery** (Fair week only. Daytime and evening hours) All staff working in Lottery Ticket Sales must be 18 years or older.

Cash Office Assistant – Excellent cash handling skills; oversee deposit records; ability to operate an adding machine; resolve customer complaints; and provide information on procedures or policies for Ticket Sellers and Guest Relations Cast. Fair week only. Daytime and evening hours.



The oldest book in the State Fair's Museum is an 1858 Exhibitor's Guide.

Confederate General Robert E. Lee's horse, Traveler, won a blue ribbon as a champion yearling at an early fair in the Greenbrier Valley.

SECURITY

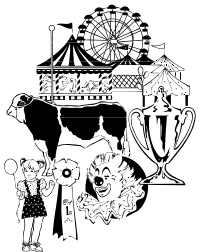
Grounds Control – Guard, patrol, or monitor premises to prevent theft, violence, or infractions of rules; monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises; circulate among visitors, patrons, and employees to preserve order and protect property; warn persons of rule infractions or violations. Fair week only. Daytime and evening hours.

The State Fair's website, www.statefairfowv.com, is a great source for information



State Fair Employees...

Your contributions help to make the State Fair of West Virginia a memorable event for our visitors. Regardless of your job, you are committing yourself to being an important member of our staff.



As a State Fair employee, you will be required to be available and capable of working the position for which you are hired. Some jobs require lifting, some jobs have long hours, some require specific skills but all are important and need to be filled. Youth...Seniors...Everyone can enjoy working at the Fair. We welcome you to join our staff for this year's event.