1861 Club Event and Operations Coordinator

Kansas Fairgrounds Foundation (KFF)
Hutchinson, Kansas

Position Summary

The Kansas Fairgrounds Foundation (KFF) is seeking a dynamic, organized, and hands-on **1861 Club Event and Operations Coordinator** to oversee venue event operations, event management, assist with event staffing, and compliance for the 1861 Club.

This part time hourly position has a variable event driven schedule and is responsible for year-round private event operations, as well as directional supportive operational coordination of the Club during the Kansas State Fair. The Coordinator helps and supports the Venue Manager to ensure the venue and its events operate efficiently, profitably, and in alignment with the Foundation's mission.

This position requires a flexible schedule, including evenings and weekends, occasional late nights and holidays, must be available for fair preparation and all days of the fair as well as help foster strong collaboration with KFF leadership, vendors, contractors, and event clients.

The 1861 Club operates as:

- A high-end wedding, corporate, and special event venue throughout the year
- A climate-controlled food, beverage, and entertainment venue during the Kansas State Fair

Reporting Structure

Reports directly to: 1861 Club Venue Manager
Works closely with: KFF Staff, Board Members, Vendors, Contractors, and State Fair Personnel

Primary Responsibilities

1. Staffing and Operations

- Assist the Venue Manager with recruiting, interviewing and hiring part-time and seasonal staff; coordinate onboarding, training and scheduling
- Coordinates assigned events and shifts
- Review and approve schedules, timesheets and overtime for operations staff
- Provide support in coordinating third-party vendors (bar services, catering teams, security, cleaning)
- Provide leadership during high-volume and high-pressure events
- Cover operational roles as needed (door attendant, bar support, food runner support)
- Complete opening and closing checklists and secure the facility as assigned.
- Identify and report maintenance, equipment, cleaning, and safety concerns to the Venue Manager.
- Document incidents, property damage, client concerns, and operational follow-up
- Serve as on site lead in the absence of the Venue Manager

2. Client Relations

- Supports client communication and event planning
- Helps prepare detailed Venue Event Orders (VEOs) and planning for outlining logistics, floor plans, catering, timelines, décor, entertainment, and AV needs
- Coordinate venue setup, room transitions, breakdown, and post-event readiness
- Verify that floor plans, furnishings, signage, and audiovisual equipment match approved event plans
- Conduct brief post-event reviews and recommend improvements
- Ensure seamless communication between clients and internal teams

2. Food & Beverage Oversight (Kansas State Fair & Special Events)

- Assist with tracking food, beverage, and alcohol inventory and event day direction
- Monitor alcohol compliance and wristband distribution
- Oversee bar operations, staff and vendor needs
- Ensure operational compliance with local, state, and venue regulations
- Schedule to increase to more full time hours during fair preparation and operation

3. Financial Oversight

- Collect payments (credit card, check, cash) as needed during events and prepare reports
- Assist with daily cash drawers and POS reconciliation oversight
- Manage payroll reporting and staff hour tracking and submit to Venue Manager for approval

Qualifications

Required

- Excellent verbal and written communication skills
- Ability to manage multiple priorities in a fast-paced environment
- Strong organizational skills and detail oriented
- Problem-solving mindset with proactive approach
- Proficiency in Microsoft Office and Google Drive

Preferred

- 1+ years of experience in event operations, or food & beverage management
- Experience managing staff and event logistics
- Knowledge of POS systems (TOAST preferred)

Physical & Work Requirements

- Ability to lift a minimum of 40 pounds
- Ability to stand and move for extended periods during events
- Flexible work schedule including evenings and weekends
- Increased hours and operational intensity during Kansas State Fair preparation and execution

Compensation & Benefits

- Competitive hourly compensation based on experience and qualifications
- Professional development opportunities

About the Kansas Fairgrounds Foundation

The Kansas Fairgrounds Foundation is a 501(c)(3) nonprofit organization located on the Kansas State Fairgrounds in Hutchinson, Kansas. The Foundation serves as the fundraising arm for the Kansas State Fair and Fairgrounds.

The Foundation's mission is to inspire excellence and understanding of Kansas agriculture, industry, and culture through the Kansas State Fair, educational programs, and community engagement.

Revenue generated by the 1861 Club directly supports renovation, preservation, and enhancement projects across the Fairgrounds.

To Apply:

Please submit a resume, cover letter and three professional references to info@ksfgf.org by November 19, 2026. For additional information on the position please contact the Foundation office at 620-615-7388