



# INDIANA STATE FAIR

## INDIANA STATE FAIR ENTRY AND COMPETITIONS INTERNSHIP NOTICE

Gain experience as a paid summer Entry and Competition intern while promoting and preparing for Indiana's largest multi-day event- **The 2019 Indiana State Fair!**

**General Description:** The position of Entry Department Intern reports to the Event and Competitive Entry Manager and is part of a team that works to coordinate all livestock shows, competitions and 4-H exhibits during the 2019 Indiana State Fair. This intern will have a chance to work on several projects including: fair exhibitor communications, Indiana Bred and Owned program, show entry and event planning for shows and contests, i.e. Grand Drive. This will be a great opportunity for individuals interested in agriculture, show management and the Indiana State Fair!

### **Responsibilities:**

1. Work with department manager to communicate updates and information to exhibitors in a timely, efficient and relevant manner
2. Provide reports and programs for shows and contests
3. Processing and proofing of Fair entries
4. Inventory, verify and deliver awards for shows and contests
5. Enter and check judging results
6. Provide customer service to exhibitors
7. Coordinate and prepare mailings for exhibitors
8. Work with other individuals to manage the Entry Office during the fair
9. Assist with duties related to Event Services
10. Perform basic level accounting
11. General office tasks (copying, filing, mail, etc.)

**Qualifications:** It is preferred that candidates have experience with livestock shows or special events; 4-H and FFA experience does qualify. The ideal candidate should be flexible, able to work extended hours when necessary, is self-motivated and excels at working in a team setting. Candidate should have working knowledge of Windows, Excel, PowerPoint and social media. Knowledge of livestock care is a plus.

Internships begin in late May. Interns are required to stay through the duration of the State Fair.