



INDIANA STATE FAIR

INDIANA STATE FAIR SPONSORSHIP INTERN

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

General Description: The position of Sponsorship Intern will report directly to the Sponsorship Manager and will assist with the planning and implementation of all Corporate Sponsorships during the Fair. This internship will allow the intern to gain exceptional experience in event planning, on-site event management and implementation.

Responsibilities:

1. Work with sponsorship manager to communicate updates and information to sponsors in a timely, efficient and relevant manner
2. Attend Sponsor meetings
3. Update logistical spreadsheets containing sponsor information
4. Assist with on-site logistics
5. Provide customer service to Sponsors pre-fair and on-site
6. General office tasks (copying, filing, mail, etc.)

Qualifications:

1. Flexible - able to work extended hours when necessary
2. Motivation, be a self-starter
3. Good verbal and written communication skills
4. Knowledge of Excel, PowerPoint and Word
5. Able to multi-task
6. Excellent organizational skills
7. Attention to detail and organization
8. An interest in Event Production, Operations and Marketing
9. A Team Player attitude - willing to do whatever it takes to get the job done!

The internship begins in May and the selected candidate is required to stay through the duration of the State Fair (August 18, 2019).