



COMPETITIVE EVENTS DEPARTMENT ENTRY INTERNSHIP

The Iowa State Fair is seeking six interns to assist with the competitive exhibit entries process. Positions are available for both livestock and non-livestock entries. Candidates will gain experience in customer service, event management, communications and business administration. Duties will include but are not limited to the following:

- Process and receipt entry forms.
- Create lists of exhibitors/entries and make available to those parties requesting them.
- Assist in the mailings to exhibitors.
- Prepare show catalogs and judging sheets to be used during the Fair.
- Post and proof results and premiums.
- Respond to exhibitor's inquiries.
- Work with superintendents to fulfill their requests.
- Fill requests for credentials and sell credentials at the counter to exhibitors.
- Assist other Entry Department Staff as needed to accomplish tasks.

The ideal candidates will possess the following qualities:

- Excellent oral and written communication skills.
- Ability to operate computers. Proficient in Microsoft Office.
- Ability to multi-task and meet deadlines even in stressful situations.
- Strong problem-solving skills.
- Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.
- Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous and cooperative manner even in stressful situations. Committed to quality service.
- Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.
- Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.
- Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EFFECTIVE DATE: May 31- AUGUST 20, 2023

HOURS OF WORK: 8:00 A.M. TO 4:30 P.M. MONDAY- FRIDAY Hours may be extended during Fair time (August 7-20).

Please email or mail a cover letter and resume to Jen Cannon, Competitive Events Director, by January 6, 2023

Jen Cannon
Iowa State Fair
P.O. Box 57130
Des Moines, IA 50317
jcannon@iowastatefair.org
515.262.3111 ext. 245