

2022 Iowa State Fair

Business Management Internship

Position: Intern will work with Barksdales Concession and Exhibits Coordinator

About the Iowa State Fair:

The internationally acclaimed Iowa State Fair is the single largest event in the state of Iowa and one of the oldest and largest agricultural and industrial expositions in the country. Annually attracting more than a million people from all over the world, the Iowa State Fair in Des Moines is Iowa's great celebration, a salute to the state's best in agriculture, industry, entertainment and achievement.

When: 1 Intern - Summer 2022

Compensation: Paid

Seeking: A Junior or Senior in Business Management with an emphasis in Finance, Accounting, Math, or related field; previous internship experience is a plus.

Internship Duties and Responsibilities:

- Human Resource functions such as interviewing, hiring, orientation tasks and scheduling.
- Assist in onboarding functions with Exhibits such as contract, insurance and offer letter receipting and database input.
- Auditing of sales transactions, sales tax and deposits.
- Working with databases and POS such as Access, Excel and Clover.
- Assist Concession and Exhibit Coordinator with the overall operations of Barksdales Concession.
- Provide excellent customer service to staff, Exhibits, and patrons.
- Perform other duties assigned by Concessions and Exhibit Coordinator.

Qualifications:

- Ability to multi-task; detail oriented; fast learner; well organized.
- Ability to work efficiently and accurately with money.
- Ability to maintain confidentiality of financial information.
- Displays high standards of ethical conduct. Exhibits honesty & integrity.
- Displays team management skills.
- Ability to handle a variety of assignments, meet deadlines and work well under pressure.
- Ability to work extended hours during August.