



COMPETITIVE EVENTS DEPARTMENT SPECIAL PROJECTS INTERNSHIP

The Iowa State Fair is seeking an intern to assist the competitive events department with special projects. The candidate will work closely with the Competitive Events director on tasks to prepare for the Iowa State Fair. Experience will be gained in customer service, event management, communications and business administration. Duties will include but are not limited to the following:

- Assist in judge communications and contract fulfillment.
- Oversee employment tax paperwork.
- Prepare event supplies to be used during the Fair.
- Work with superintendents to fulfill their requests.
- Oversee departmental requests for credentials.
- Post and proof results and premiums.
- 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: MID-MARCH thru MAY (4-8 hours/week); May 31 - AUGUST 20, 2023 (40 hours/week)

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