

Special Events Department Internship

Dates of Internships (1 position): June through August 2021.

Work Hours: Part-time as available until end of semester; then full-time Monday - Friday (8:00 a.m.- 4:30 p.m.) Hours will increase before and during the Fair.

Compensation: Paid

Deadline to Apply: May 3, 2021

The Special Events Department plays a strong role in helping to make the Iowa State Fair a success. It involves working with stage entertainment, grounds entertainment, the Bill Riley Talent Search, other contests, buildings such as Pioneer Hall and the Country Schoolhouse and the Kick-Off Parade.

Duties:

- Assist with implementation of Special Events during the 2021 Iowa State Fair.
- Issue and account for all credentials given and sold to building superintendents, contest coordinators and daytime stage performers.
- Work with scheduling and issuing credentials of all qualifiers for Bill Riley Talent Search, including both before and during the Fair.
- Work with superintendents, coordinators, and supervisors in meeting equipment needs for implementation.
- Compile all ribbons, trophies needed for each contest.
- Help implement Youth Spelling Bee.
- Work with Special Events Director in implementing Kick-off parade.
- Help in other Special Event/Fair areas where needed such as Kids Club.
- Work with the Youth Inn activities and implementation.

Qualifications:

- Ability to communicate well with other departments as well as the public.
- Ability to make decisions in stressful situations and work under pressure.
- Proficient in Microsoft Access, Word and Excel programs.
- Ability to work with a variety of different types of events and activities.
- Ability to multitask.
- Must possess a valid driver's license.

Mail Cover Letter, Resume, and Writing Sample to:

Tonya Cook, Special Events Director
Iowa State Fair
PO Box 57130
Des Moines, IA 50317-0003