IowaStateFair

COMPETITIVE EVENTS DEPARTMENT ENTRY INTERNSHIP

The Iowa State Fair is seeking 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:
- Receive and process 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.
- Ability to work and communicate with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner even in stressful situations.
- Displays a high level of initiative, effort, and commitment towards completing assignments efficiently with minimal supervision.
- Attention to detail
- Expresses information to individuals or groups effectively, considering the audience and nature of the information.

This position is a 40 hour per week paid position beginning later in May working through the end of the Fair in August. Standard office hours are Monday – Friday from 8a.m. to 4:30 p.m., with extended hours starting later in June or July through the Fair (August 13-23) including some required evenings and weekends.