



## Ticketing Internship

### Overview

The Iowa State Fair is currently seeking an intern for the Ticketing department, which will provide experience in customer service, management, scheduling, and business operations. This work experience will grow your resume for potential employers, plus, you will be assisting with the Ticketing department for the Iowa State Fair, Iowa's largest single event!

### Responsibilities

- Prior to the Fair this role will primarily assist with preparing department-specific orientation materials and gate setup of equipment.
- During the Fair this position will assist primarily with employee oversight. This role will be responsible for updating the end of Fair survey and assisting in the administration of the survey.
- Other responsibilities include filling credential requests and other duties as assigned.

### Qualifications

- Applicants must be available for the summer months of mid-May, June, July and August.
- Applicants must also demonstrate good verbal and written communication skills, a working knowledge of Microsoft Suite, specifically Word, PowerPoint, and Excel.
- Candidates should be resourceful, flexible, energetic, detail-oriented, and have the ability to be self-motivated.
- Ideal candidates are currently completing or have completed their second year of college.

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.