

**RED RIVER VALLEY FAIR ASSOCIATION
JOB DESCRIPTION**

Job Title: Special Events Intern
Non-Exempt Hourly Position

Reports To: Special Events Coordinator

DUTIES AND RESPONSIBILITIES:

General

- Answer phones
- Assist walk in customers
- Assists in cleaning areas of need as time allows
- Types letters and creates forms
- Directs questions to proper respondent
- Assist with storage and any other onsite events
- Assists all office personnel with projects of need
- Performs other related duties as required
- Maintains good public relations at all times

Special Events/Facility Rentals

- Assist with:
 - The planning, setup and execution of special events on grounds
 - Any Trade Shows the Fair is involved in
 - Social media and marketing efforts to promote the annual Red River Valley Fair, Big Iron Farm Show and other events held on grounds

Red River Valley Fair

- Assist with:
 - The preparation and implementation of the Fair Premium system (Blue Ribbon)
 - The planning, set up and tear down of vendors
 - The set up and performance of various contests on grounds
 - The planning and execution of all special days or events on grounds i.e.: Daycare day, Senior day, Military day, etc.
 - The set up in buildings prior to the Fair
 - Entry Day for all Fair Exhibits and help with judging & building set up if needed
 - The Exhibit Pick Up Day in buildings; help organize for the customers and with check out
 - Fair's Read to Win Program
 - Any group or ticket outlets – get tickets ready to send out and assist with auditing when tickets are returned
 - Assist other departments during the Fair i.e.: Arts & Crafts, Horticulture, Vendors, Ag Education, Livestock, etc.
 - The planning and implementation of the Hometown Heroes Program and Military Day
 - Issuing Mega Pass and Staff photo ID cards
 - Taking photos of events and buildings throughout the fairgrounds
 - Creating Award submissions and binders for IAFE awards

Big Iron Farm Show

- Works with the Big Iron Coordinator in updating the database and files
- Works with the Sponsorship & Marketing Coordinator in operating the Big Iron Retail Store.

Intern is expected to gain:

- Event Management knowledge
- Networking and relationship building
- Organizational and time management skills
- Meeting, planning and execution of meetings with volunteers and committees
- Leadership and self-discovery skills
- Goal setting and critical thinking skills
- Budget and forecasting expense experience

QUALIFICATIONS:

- High School Diploma, some continuing education
- Excellent written, communication and organizational skills.
- Knowledge of Microsoft Office (Word, Excel, PowerPoint & Publisher), word processing, spreadsheet and database
- Experience in operating office machines (one year)
- Typing skills (50 wpm)
- Verbal communication skills
- Ability to multi-task with excellent time management skills
- Team-player with a positive attitude
- Climbing, stooping, kneeling, crouching, crawling, reaching, lifting objects from a lower to a higher position that weight 20 pounds or more, walking, fingering, grasping, talking and hearing
- Work inside and outside and is subject to environmental conditions
- Subject to atmospheric conditions including: Dust, animals, hay, and straw
- Ability to perform essential duties efficiently and accurately with or without reasonable accommodations and without endangering incumbent and other employees

Hours:

- Winter Office Hours: 8:00 am – 4:30 pm.
 - Required to work 10-20 hours per week. Hours can be flexible depending on employee's schedule.
- Summer Office Hours: 8:00 am – 4:30 pm with a 30 minute lunch break to be coordinated with other Office Personnel.
 - Required to work 40 hours per week. 8:00 am – 4:30 pm. Evenings and weekend hours may be required depending on events scheduled at the Fairgrounds.

Position is available to begin based on employees schedule and commence September 30th. The following are mandatory work dates. If you are unable to work on these dates, then you will not be considered for the position:

- July 5th – 19th – day and evening. There will not be any time off during this time. Expect to work long hours. Overtime pay will be awarded upon approval.
- September 11th – 15th – daytime and early evening hours if needed. (Highly expected but will work around class schedules)