



EXTRACO EVENTS CENTER
Heart O' Texas Fair & Rodeo
(Fair Department Internship)



Responsibilities:

- Assist with the planning and execution of the Heart O' Texas Fair & Rodeo
- Assist multiple departments with preparations for the Fair
- Assist with photographing all aspects of the Fair & Rodeo for promotional usage
- Insure proper fulfillment of partner/sponsor agreements in conjunction with the Marketing/Sponsorship Department
- Help input and fulfill orders through the Pre-Sale Campaign
- Assemble credential packets
- Assist Fair committees with operational tasks

Other Duties:

- Act as contact for volunteers, exhibitors and public by phone, walk-in and email
- Other duties as assigned

Qualifications:

To successfully complete this job, the following skills are necessary:

- Ability to work independently, make independent judgments and solve problems
- Provide own transportation
- Excellent PC skills with knowledge of all Microsoft applications
- Multi-tasking
- Excellent communication and public relation skills, both written and verbal

Reports To:

Senior Division Manager, Volunteer Program

Education and/or experience:

Currently enrolled as a college or university sophomore, junior or senior.

Compensation:

Hourly

Time Commitment:

- Required to work an average of 15 hours per week
- Aug. 21 - Oct. 15, 2023
- Flexible scheduling

Send Resume To/For More Information Contact:

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