



# INDIANA STATE FAIR

## INDIANA STATE FAIR SPONSORSHIP/GROUP SALES INTERN

Gain experience as a paid summer Sponsorship & Group Sales intern while promoting and preparing for Indiana's largest multi-day event - The 2026 Indiana State Fair!

**General Description:** The position of Sponsorship Intern will report directly to the Associate Director of Sponsorship & Sales and will assist with the planning and implementation of all Sponsorships during the Fair, as well as help generate new revenue by contacting companies to promote discounted Indiana State Fair ticket packages. This internship will allow the intern to gain exceptional experience in client communication, event planning, on-site event management and implementation.

### **Responsibilities:**

1. Work with Associate Director to communicate information to sponsors in a timely & efficient manner
2. Update logistical spreadsheets containing sponsor information
3. Provide customer service to Sponsors pre-fair and during the event
4. Assist with on-site implementation
5. Help generate new revenue through the advance sale of Indiana State Fair ticket packages.
6. Prospect for new sales via email
7. General office tasks (copying, filing, mail, etc.)

### **Qualifications:**

1. Motivation, be a self-starter
2. Good verbal and written communication skills
3. Outgoing personality and customer service skills
4. Knowledge of Excel, PowerPoint, and Word
5. Attention to detail and organization skills
6. A Team Player attitude - willing to do whatever it takes to get the job done!

The internship begins in late May or early-June. The selected candidate is required to stay through the duration of the State Fair (August 23, 2026).