



# INDIANA STATE FAIR

## Vendor Services Intern

**Internship Dates:** June through August; start and finish dates are negotiable.

### *Paid Internship*

**General Description:** The purpose of this position is to assist in the day-to-day functions of the Vendor Services Department with a focus on working in the Indiana State Fair Concessions Department, which is one of the key revenue-generating departments on the Fairgrounds. Daily responsibilities will include assisting the more than 200 food and non-food vendors that are contracted at the annual Indiana State Fair around the grounds and in The Mercantile Building by creating and implementing contracts and mailings, collecting money deposits, fulfilling credential orders and providing excellent customer service.

The position of the Vendor Services Intern reports to the Event & Vendor Services Manager.

### **Responsibilities:**

- Assist with Vendor Services as needed – daily input on computer utilizing Momentus, collection of money, mailings, filing, phone calls
- Assist with daily concessions collections during the State Fair
- Assist Switchboard/Front Desk Receptionist for Administration Building
- Assist with The Mercantile vendors' contracts, needs
- Assist with setup needs for Fair and year-round shows if needed
- Assist with Fair special events as needed
- Assist management with office needs such as data processing and reports utilizing Word, Excel, Momentus, copying, filing, mailings, as needed
- Provide excellent customer service to all Fairgrounds customers

Applicants should have an interest in the hospitality and tourism industry, event planning and sales. Applicants should have outstanding communication and organization skills, excellent customer service skills, strong technological expertise, a good attitude and willingness to work. Candidates should be able to work through the end of the Indiana State Fair in August.