



INDIANA STATE FAIR

INDIANA STATE FAIR ENTERTAINMENT & EVENTS INTERNSHIP

Looking for a fulfilling and exciting internship this summer? Gain experience as a paid summer staff member of the Entertainment & Events team while promoting and preparing for Indiana's largest multi-day event - the **2023 INDIANA STATE FAIR!**

Duties include but are not limited to assisting with and implementing:

1. Fulfillment of entertainment contracts and operational needs throughout the Fairgrounds: Free Stage, Grandstand, Family Fun Park and other grounds entertainment attractions; Dance Stage; strolling acts; Pioneer Village; and some livestock education exhibits. May include the creation/writing/requesting of contracts.
2. Assist with the 2023 Indiana State Fair Queen's travel arrangements in relation to her summer appearances statewide: researching and booking overnight accommodations; coordinating directions and appearance details with county Queen Pageant directors.
3. Assist with planning and implementation of other Fair events and competitions, including Band Day, Cheerleading Competition, Baton Twirling Contest, Youth Talent Contest, Indiana State Fair Parade, Car Show, and County Queens Day.
4. Assist with event planning and coordination of additional Indiana State Fair events as needed.
5. Assist with general Accounting in relation to various entertainment and events: requisitions, purchase orders, invoices, check needs, etc.

Interested Applicants Should Have:

1. Interest in Entertainment and Event Production
2. Good verbal, written, and interpersonal communication skills
3. Extreme attention to detail and organization
4. Ability to work independently
5. Computer skills: Word, Excel, PowerPoint
6. Team Player attitude: willing to help in other areas and do "whatever it takes"
7. Motivation: be a self-starter