



# INDIANA STATE FAIR

**Title:** Parking & Traffic Intern - *Paid Internship*

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

**General Description:** The position of Parking & Gates Intern reports to the Parking & Traffic Manager. This position is responsible for aiding in the planning and implementation of the activities of the Parking, Traffic & Gates department leading up to and during the State Fair.

**Responsibilities:**

1. Assist in hiring, scheduling, and training seasonal Parking & Traffic employees.
2. Create and update training materials.
3. Produce and update operational manuals, standard operating procedures, and documentation.
4. Work with the Parking & Traffic Manager and Fundraising coordinator in registering, scheduling, and training Fundraising group personnel.
5. Coordinate the physical setup of gates and parking areas for the State Fair.
6. Serve as a leader in an operational role within the Parking & Traffic department during the State Fair.
7. During the summer, some evening and weekend work will be required; attendance is requested on all days of the State Fair.
8. Long hours during the State Fair are expected.
9. Tracking attendance and reporting.
10. Work with the seasonal staff to address issues that may arise, and problem solve.
11. Provide feedback on operations throughout and at the end of the internship.

**Requirements:**

1. Efficient in Microsoft Office, especially Excel, Word, and Publisher.
2. Excellent customer service skills, both in person and on the phone.
3. Self-motivated and driven to complete assigned tasks.
4. Strong technical skills.
5. Ability to work independently and with a group.
6. Past FFA or agriculture experience would be helpful.
7. Leadership and decision-making skills.