



# INDIANA STATE FAIR

## **Title: Safety & Security Internship – Paid Internship**

### **Internship Dates:**

Mid-July through August, start and finish dates are negotiable.

### **General Description:**

Safety & Security Interns support the entire operation of the Safety & Security Department during the Indiana State Fair by responding to medical incidents, managing guest screening and conducting hazard assessments as well as other duties required by the Emergency Operations Center. Interns will learn to conduct basic field investigations, inspect fire code, OSHA and general safety issues, and manage the guest and vehicle screening checkpoints and staff. This is a well-rounded position that provides hands-on experience at Indiana's largest event and an opportunity to work with law enforcement officers as well as representatives from the Indianapolis Fire Department, Indianapolis EMS, Indiana State Fire Marshal's Office and the American Red Cross. The position is appropriate for undergraduate or graduate students who desire a career in law enforcement, security, fire service, EMS, venue safety/security, or emergency management.

### **Responsibilities:**

1. Respond to the scene of an injury or accident and conduct basic field investigations and interviews to document injury and illness incidents through the online incident management software.
2. Provide supervision to security staff utilizing magnetometers at all Fairgrounds gate entrances.
3. Resolve technical issues relating to the magnetometers and audit magnetometer operations, correcting inappropriate or unsecure work practices.
4. Provide situational awareness to the Operations Center regarding increased wait times, personnel issues and/or incidents at gates.
5. Perform daily hazard assessments around the Fairgrounds to assess the risk of various event setups and behaviors of guests and employees and suggest solutions to help mitigate risk.
6. Coordinate safety and security needs (particularly mitigation tasks) for different events and projects on the Fairgrounds.
7. Assist with on-scene response efforts coordinating traffic and crowd movement.
8. Identify and mitigate employee hazards regarding OSHA regulations and Fairgrounds processes.
9. Interact with guests and other personnel daily and provide a high level of customer service during complex situations.

**Educational/Experience Requirements:**

- High school diploma or GED equivalent required.
- Background in law enforcement or public safety preferred.
- Experience in supervisory role preferred.
- Strong customer services skills required.
- Strong computer skills in MS Word, Adobe Acrobat and Windows Explorer.