



Event Management Internship

EXAMPLES OF DUTIES

- Coordinate volunteers for summer events and activities
- Assist with fair signage, inventory and placement
- Assist in layout, organizing ticket packets, and handling applicable correspondence, spreadsheets and files.
- Assist with fair youth stage and various fair programs
- Coordinate daily contests at the Fair with Marketing Intern
- Coordinate daily Fair Parade with Marketing Intern
- Provide assistance with special projects as requested and performs other duties as assigned by supervisor, the General Manager, and/or Assistant Fair Manager

SUPERVISION RECEIVED

- Supervised by the Assistant Fair Manager/In-House Events Coordinator.

DISTINGUISHING FEATURES

- Part-time position approximately 25 hours a week; 10+ week period. May be required to work long or extended hours at certain times, primarily during the Fair and/or large events.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES

- Strong oral, written, and interpersonal communication skills
- Organized and detail-oriented
- Able to develop and express an in-depth understanding of company's events and services
- Energetic; able to garner excitement about upcoming events
- Works well within a team, willingness to follow direction
- Knowledge of computer applications including Microsoft Word, Excel, and PowerPoint. Design knowledge preferred.

EDUCATION

- High school diploma or GED equivalent, prefer student working toward an Event/Hospitality Management degree

NECESSARY SPECIAL REQUIREMENTS

- Must be 18 years of age or older
- Must possess a valid driver's license

WORK ENVIRONMENT

- Will work in an office space but, may work in an environment consisting of dirt and dust, loud noise, extreme temperature variations, crowds, livestock and other animals.
- Involves contact with the general public. Must be able to represent the company well by interacting with a professional and positive demeanor at all times.

POTENTIAL FOR COMPENSATION

- This internship qualifies a stipend up to \$2,000 to be paid by Kootenai County Fairgrounds and potential of college credit. If eligible, a one-time stipend will be paid upon completion of internship. Stipend subject to U.S. income tax.

HOW TO APPLY

- Cover letter, resumes and letters of interest should be submitted to the following address:

North Idaho State Fair
Attn: Amy Ballance
4056 N Government Way
Coeur d'Alene, ID 83815
volunteer@northidahostatefair.com



Summer Intern Application

Intern Name:

Current Address:

Permanent Address:

Phone:

Emergency Contact:

Relationship:

Phone:

Start Date: June 4, 2022

End Date: September 5, 2022

Payment: One-time stipend of (\$2000) to be paid upon completion of internship, September 5, 2022

Job Description Attached

Intern Signature: _____

Date: _____

Manager Signature: _____

Date: _____