



Graphic Design Internship

EXAMPLES OF DUTIES

- Coordinate Fair float & participants in local parades
- Coordinate Fair mascot and appearances
- Organize Fair marketing design and distribution (posters, promo cards, banners, signs, etc.)
- Assist with design and updates of the Fair website
- Solicit participants and coordinates daily Fair Parade
- Provide assistance with special projects as requested and performs other duties as assigned

SUPERVISION RECEIVED

- Supervised by the Marketing Manager

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 large in-house events. Internship will end with the North Idaho State Fair, August 19-28th.

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 Canva, Microsoft Word, Excel, PowerPoint, and Outlook. Graphic design knowledge preferred.

EDUCATION

- High school diploma or GED equivalent, prefer a candidate working toward a Graphic Design degree

NECESSARY SPECIAL REQUIREMENTS

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

WORK ENVIRONMENT

- May work in an environment consisting of dirt and dust, loud noise, extreme temperature variations, crowds, livestock and other animals. Will work primarily from an office space.
- 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 for a stipend up to \$2,000 to be paid by Kootenai County Fairgrounds and the potential to receive college credits. 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: _____