

The logo features a stylized 'RV' in red and white, with a blue star and a red heart shape integrated into the design.

# RED RIVER VALLEY FAIR ASSOCIATION

## Marketing and Sponsorship Intern

### BRIEF SUMMARY

The Red River Valley Fair is looking for a motivated Intern to join our team this summer. This position will assist the Director of Marketing and Partnerships with various event duties and assigned tasks. Key responsibilities include assisting with marketing, social media, website initiatives and completing day to day tasks as assigned.

### JOB DESCRIPTION

The Intern will be accountable for assisting with promotion and coordination of the Fair, PGI, Big Iron Farm Show and on ground events. This position is expected to maintain verbal communication with staff in completing tasks to effectively set up multiple events.

This position will be part-time beginning May 1, 2021 working into full time hours for summer. Consideration will be given to class schedules. Possibility to continue part-time again in the fall.

### DUTIES & RESPONSIBILITIES

- Assist with social media campaigns for all events held on the Red River Valley Fairgrounds.
- Provide support for backstage coordination of events and tasks.
- Assist with on grounds video advertisements.
- Develop creative website ideas and simple updates.
- Keep accurate records of all media related content associated with Red River Valley Fair and/or events sponsored by the Red River Valley Fair.
- Keep accurate records of regional entertainment artists.
- Serve as backup receptionist when necessary.
- Create and place signage for events.
- Distribute marketing material as needed.
- Must be at least in Sophomore standing.
- Must have valid driver's license and be insurable on our policy.

### CONTACT

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📍 1805 Main Ave W. | West Fargo, ND 58078



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### REQUIREMENTS

- Work inside and outside and is subject to environmental conditions.
- Must be able to tolerate and work with or around loud equipment and sounds.
- Work successfully as part of a team.
- Climbing, stooping, kneeling, crouching, crawling, reaching, lifting objects from a lower to a higher position that weight 20 pounds or more, walking, grasping, talking and hearing.
- Read, write and understand English.

### SKILLS & ABILITIES

- Independent problem-solving skills
- Ability to work with a diverse group of individuals or groups
- Ability to work under limited supervision
- Practice and adhere to all Fair health and Safety policies
- Maintain accurate record of events
- Good communications skills
- Excellent interpersonal skills
- Ability to perform essential duties efficiently and accurately without reasonable accommodations and without endangering incumbent and other employees
- Multi-task with excellent time management skills

### MAJOR EVENTS ON GROUNDS

<b>Red River Valley Fair</b>	July 9 - 18, 2021
<b>Pyrotechnics Guild Int'l</b>	August 7 – 13, 2021
<b>Big Iron Farm Show</b>	September 14-16, 2021

*The Red River Valley Fair Association is a privately-owned non-profit association comprised of a volunteer nine-member Executive Committee, a fifty-member Board of Directors and full-time staff. The Red River Valley Fair Association is home to the Red River Valley Fair and the Big Iron Farm Show. The Red River Valley Fair Association has been bringing family entertainment to the citizens of the Red River Valley since 1904.*

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