



RED RIVER VALLEY FAIR ASSOCIATION

Special Events Internship

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 Events with various event duties and assigned tasks. Key responsibilities include working with Fair Vendors, Volunteers, assisting with Fair programs and working with the office staff with day to day projects.

JOB DESCRIPTION

Under direction of the Director of Events, the Intern will be accountable for assisting with promotion and coordination of the Fair, PGI, Big Iron and on ground events in between. 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

- Provide support with building set-ups, exhibit entries, daily special events and various programs during the Fair.
- Create and issue employee badges.
- Photographing buildings and events on grounds.
- Working in concession stand or retail store during the Big Iron Farm Show.
- Assist in social media and marketing efforts.
- Create forms and letters.
- Answer phones and direct calls to proper team member.
- Update databases and files
- Help create award submissions and binders.
- Always maintain good public relations and appearance.
- Performs other related duties as required.
- Must have valid driver's license and be insurable on our policy
- Work inside and outside and is subject to environmental conditions.

CONTACT

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REQUIREMENTS

- 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

Red River Valley Fair	July 9 - 18, 2021
Pyrotechnics Guild Int'l	August 7 - 13, 2021
Big Iron Farm Show	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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