



## JOB DESCRIPTION

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| <b>Job title</b>  | <i>Event Management Intern</i>   |
| <b>Reports to</b> | <i>CEO – Patrick Ball<br/>Marketing and Communications Director – Montgomery Stambaugh<br/>Director of Business Development – Jenna Koslosky</i> |

### **Job purpose**

The Event Management Intern is responsible for helping with the York State Fair’s internal and external communication as well as event planning, sales, and marketing of the brand. This includes managing social media platforms, creating, and designing marketing materials, working on sales and sponsorship opportunities, assisting with ticketing, concessions, and many other aspects of the fair.

### **Duties and responsibilities**

The essential functions and duties may include, but are not limited to the following:

- Work directly with CEO on various management related issues in planning and executing the York State Fair. This may include attending high level meetings with staff, Board members and vendors.
- Manage the organization’s brand and reputation, ensuring a favorable public view.
- Help create and design marketing campaigns and promotional materials.
- Create internal publications such as newsletters, email blasts, posters, brochures, ads, and social media posts.
- Secure sponsorship assets including logos and promotional materials.
- Assisting in fulfilling sponsorship assets such as booth location, admission passes, concert tickets, marketing materials, helping to connect sponsors with their free attractions.
- Assist with selling tickets prior and during the fair.
- Assist with basic office duties non limited to answering phones, making copies, and assisting people with various duties.
- Capturing photos and moments throughout the fair.
- The person selected for this position must be able to maintain a high level of confidentiality as there could be access to sensitive contract materials and Fair financial statements.

## Qualifications

- Seeking a degree in, Digital Marketing, Integrated Marketing Communications, Marketing, Hospitality, Event Planning, Recreational Leisure, or Business Management
- Minimum 2.5 GPA
- Ability to communicate internally and externally effectively, both written and verbal
- Ability to organize and manage multiple priorities, ensuring deadlines are met.
- Must be able to lift 25lbs or more.
- Technical skills in strategic event planning and marketing, as well as promotions and advertising
- Must work effectively with Senior-level executives and staff; must also be able to work independently.
- Must have strong interpersonal skills and good judgment and be capable of communicating with a diverse range of individuals.
- Excellent computer skills including experience in MS office applications, social media expertise, and knowledge in Adobe Suite.
- Represent strong customer service/support orientation, and the ability to maintain confidential information.

## NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee incumbent in this position. Employees will be required to follow any other job-related instruction requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification. To perform this job successfully, the incumbent will possess the skills, aptitudes, and abilities to perform each duty proficiently. This document does not create an employment contract, implied or otherwise, other than “at will” relationship.

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