

Entertainment & Programming Intern

(Resumes and references will be accepted until the position is filled)

Utah's most exciting and largest event of nearly 300,000 attendees in 11 days is seeking a friendly, highly motivated self-starter, who is organized and has a lot of energy to join our team for the 2019 Utah State Fair!

Dates of Employment - Immediately- September 27, 2019

Status - Full Time (30-40 hrs/wk)

Hours – Through September 1st - 8:00 am to 5:00 pm (flexible to accommodate class schedules)
During the Fair (September 5-15) applicant **MUST** be available to work 9:00 am - 9:00 pm daily.

Pay Rate - Salary based upon experience (you may also be eligible to receive college credit)

Reports to – Sponsorship & Programs Manager

Duties included but not limited to:

- **Community Outreach** – Serve as a representative of the Utah State Fair at various community outreach events during the spring and summer. Coordinating craft activities while interacting with kids and families to promote the Utah State Fair and its educational programs.
- **Educational Programming** – Assist in writing and preparing agriculture based curriculum and activities for various age groups, coordinate field trip schedules with volunteers and teachers, coordinate Read and Win Program, design and create outreach items and educational materials. Assist in the preparation and facilitation of the Fair's educational exhibits (Little Hands on the Farm, Barnyard Friends). Ensure supervisors and volunteers have all products and supplies needed.
- **Entertainment** – Assist with selection of local artists, scheduling, contracts, and ticketing. Act as coordinator for multiple locations during the Fair.
- **Social Media** - Assist in creating engaging social media content.
- **Hospitality** – Assist with the coordination of the entertainer and sponsor lounges and VIP tent.
- **Special Events** - Coordinate daily special events such as DairyWest Ice Cream Festival, Special Needs Day, Cook-offs, Food Demonstrations. Assist with planning, ticketing, and implementation of events.
- Help create engaging social media content.
- **Office Procedures**- Answering phones, making copies, sending emails, filing, running errands, mailings, etc.
- **Other duties as assigned.**

Qualifications

- Solid written and verbal communication skills, ability to handle multiple tasks with little supervision.
- Prefer experience in educational programming (formal or informal) and working with children and youth.
- Ability to perform in very fast paced, high stress environment. Possess excellent problem solving skills, be detail oriented, organized and have ability to make decisions under pressure.
- Must be a self-starter, reliable, energetic and outgoing.
- Able to work long hours, nights and weekends during the Fair (Sept. 5-15).
- Proficiency with MS Office Suite and social media (Facebook, Twitter, Instagram).
- Experience with and the ability to use graphic design software is a plus.
- Current driver's license and reliable vehicle required.

Physical Requirements

Must be able to lift 50 lbs., standing and walking for long hours. Sitting, climbing, stooping, kneeling, crouching, reaching, pushing, pulling.

The ability to work in an environment where animals, animal matter and dust are present is a must.

To Apply submit a current resume and references to: nicki@utahstatefair.com or mail to

Utah State Fair

Attn: Nicki Claeys

155 North 1000 West

Salt Lake City, UT 84116