

## MARION COUNTY FAIR ADMINISTRATION INTERNSHIP DESCRIPTION

### **Purpose:**

Benefits to the student-

- To promote student academic, career, and/or personal development
- Provide the opportunity to explore their interests in the field of event coordination
- Provide a hands-on educational experience
- The intern will also gain skills for working in the non-profit field

Benefits to the Marion County Fair-

- Source for highly motivated pre-professionals
- Students bring new perspectives to old problems
- Marion County Fair's visibility would be increased on campuses
- Flexible, cost-effective work force not requiring a long-term employer commitment
- Proven way to recruit and evaluate potential employees
- Marion County Fair's image in the community is enhanced as we contribute our expertise to the educational enterprise

### **Job Duties:**

The main objective of administrative staff (including the intern) is to work with various secondary event point persons to produce the one big event.

Intern duties may include any of the following:

- Coordinating vendor participation - receive applications, enter data into the system, send letters of confirmation and receipts
- Prepare deposit slips of the day's receipts
- Organize and distribute credentials and badges
- Work with the Martech Blue Ribbon program entering Open Class participant data (exhibitor names/addresses, enter dept./class/lot registrations, enter judging results)
- Drafting written documents such as press releases and event confirmation letters
- Taking event photos
- General administrative duties assisting the Fair Program Coordinator
- Update electronic documents (forms, passes, form letters)
- Process ticket orders for participating groups, sponsors, board/staff members, and other event participants
- Assist with volunteers' sign-in and material distribution
- Reception- answer phones, greet walk-in customers and address their needs, sell entrance tickets
- Assist with set-up and takedown of the temporary fair office

### **Requirements:**

- Must have completed at least one year of college
- Applicants should have a background or interest in Event Coordination/Management
- Be familiar with and competent on various computer applications including MS Word, Excel, and GroupWise messaging system.
- Have a strong work ethic and be able to work extended and late hours during fair
- Have good communication skills and enjoy working with people
- Have good organizational skills

## **Internship Description- Requirements (cont.)**

- Have good critical thinking skills, having the ability to see a project through from start to finish with limited directions
- Can work independently, does not need continual assistance

One intern will be chosen per fair season. Ideal candidates will be college students majoring in communications, marketing, public relations, or other related fields. Interns should have experience/interest in special-event planning and management. Volunteer supervision experience is helpful. Applicants should have strong verbal and interpersonal communication skills and be computer literate in Microsoft Word/Microsoft Office and Excel. Some evening and weekend hours required.

### **Pay:**

The MCF intern is paid an hourly rate based on the current "Department Specialist 1" pay rate. Housing arrangements are the responsibility of the intern. Parking at all work sites is free.

### **Supervision:**

The fair intern will be the primary responsibility of, and supervised by, the Fair Program Coordinator (FPC). The final authority (the one who signs off on time sheets and has hiring and firing authority) is the Public Works Administrative Manager. The intern will work closely with the FPC due to the nature of the work environment. The FPC will be giving all work assignments.

### **Work Site:**

The internship site begins at Marion County Public Works- 5155 Silverton Rd. NE Salem, Oregon. During fair time, the work site moves to the fair venue, currently Oregon State Fairgrounds and Expo Center in Salem.

### **Hours and Length of Program:**

This internship begins mid June and continues through mid-July.

Prior to fair an intern works 8-16 hours a week, the week before fair 40 hours, the week of fair 40+ hours a week.