



INDIANA
STATE FAIR

Indiana State Fair Communications/PR Internship Notice

Job Description: As the Communications/PR intern you will have duties focused on public relations and community engagement as it relates to the Indiana State Fairgrounds and Indiana State Fair. You will coordinate assigned projects, adding your own ideas and creativity, to enhance PR and marketing efforts for this exciting 17-day family event. This position will provide real world experience working with state-wide media outlets and community partners both independently and as part of a team.

Duties Include but are not limited to:

- Writing press releases and feature writing (Band Day program)
- Pitching stories to media and securing guests
- Monitoring and reporting media clips and assisting with media credentials
- Updating media database
- Reporting on State Fair events
- Assisting and transporting statewide media during the Fair
- Completing general office administrative duties
- Helping to script and coordinate State Fair PA announcement program

Requirements:

- Interest in public relations/journalism
- Press release writing experience
- Knowledge of AP style
- Experience with social media
- Good verbal and written communications skills
- Team player
- Ability to handle independent projects to completion
- Detail oriented worth ethic

Internships begin in June. Interns are required to stay through the duration of the State Fair, August 7-23. Internships are 40 hours per week with extended hours during the Fair and as media inquiries demand. Interested applicants should mail their application, resume and up to three writing samples (press clippings or releases) to:

Indiana State Fair Commission - Human Resources
1202 East 38th Street
Indianapolis, IN 46205
employment@indianastatefair.com
Fax: 317-927-7552

If you would like additional information, contact Sharon Smith, APR at (317) 927-7577 or email ssmith@indianastatefair.com