



INDIANA STATE FAIR

INDIANA STATE FAIR LIVESTOCK INTERNSHIP NOTICE

Gain experience as a paid summer Livestock Events intern while promoting and preparing for Indiana's largest multi-day event – [The 2020 Indiana State Fair!](#)

General Description: The position of the Livestock Events Intern reports to the Livestock Director and is part of the team that works to coordinate all livestock shows and competitions during the 2020 Indiana State Fair. This intern will have a chance to work on several projects including fair exhibitor, contractor communications, social media communications, State Fair preparations and coordinating livestock-specific programs. This will be a great opportunity for individuals interested in agriculture, livestock exhibition, event coordination and the Indiana State Fair!

Responsibilities:

1. Provide assistance to the Livestock Director to plan, coordinate and execute the logistics in all livestock departments.
2. Communicate updates and information to exhibitors, department staff and department contractors in a timely, efficient and relevant manner.
3. Develop and execute livestock social media communications.
4. Provide customer service to exhibitors.
5. General office tasks (copying, filing, mail, etc.)

Qualifications: It is preferred that candidates have experience with livestock shows or special events. The ideal candidate should be flexible, creative, able to work extended hours when necessary, self-motivated, organized and able to work independently and in a team. Candidates should have working knowledge of Windows, Excel, PowerPoint and social media. Knowledge of livestock care is also a plus.

The livestock Internship begins in May. Interns are required to stay through the duration of the State Fair. Interns work 30-40 hours per week with extended hours during the Fair and one week prior to opening.