



# INDIANA STATE FAIR

**Title: Parking & Traffic Intern**

**Internship Dates:** May through August, start and finish dates are negotiable.

## *Paid Internship*

**General Description:** The position of Parking & Traffic Intern reports to the Parking & Traffic Manager. This position is responsible for providing assistance in the planning and implementation of the activities of the Parking & Traffic department during the State Fair.

## **Responsibilities:**

1. Assist in hiring, scheduling and training seasonal Parking & Traffic employees.
2. Create and update training materials for gate cashiers.
3. Work with the Parking & Traffic Manager and Fundraising coordinator for registering, scheduling and training Fundraising group personnel.
4. Assist with physical setup of gates and parking lots for the State Fair.
5. Serve in operations role within the Parking & Traffic department during the State Fair.
6. During the summer, some evening and weekend work will be required; attendance is expected all 17 days of the State Fair.

## **Requirements:**

1. Efficient in Microsoft Office, especially Excel, Word and Publisher.
2. Excellent customer service skills, both in person and on the phone.
3. Self-motivated and driven to complete assigned tasks.