



**February 4, 2019**

**PAID INTERNSHIP POSTING**

**Title | Fair Intern**

**Organization Overview** | The Ozark Empire Fairgrounds encompasses 76 acres in Springfield, Mo. Home to the area's largest annual event, the Ozark Empire Fair, the Fairgrounds also hosts a variety of events year-round, ranging from car shows and BBQ competition festivals, to agricultural events and food festivals. In addition to facility rentals, the fairgrounds staff is responsible for self-promoting over 13 events each year.

**Position Summary** | The purpose of this position is to assist the Event Planner with activities leading up to the Ozark Empire Fair. Duties will include but are not limited to the following: responding to guest inquiries, marketing and communications, assisting with ticket organization, social media management, daily office duties, basic accounting, data entry and event execution.

**Skill Requirements**

- Excellent oral and written communication skills.
- Ability to work independently and as a team player. Must be self-motivated and a quick learner.
- Strong problem-solving skills.
- Experience with Microsoft Office and Excel programs.
- Excellent customer service skills.
- Excellent typing and data entry skills.
- Strong planning skills: Able to manage multiple events simultaneously as directed; determine project urgency in a meaningful and practical way; uses goals to guide actions.
- Impeccable accuracy: Able to perform work and job function with precision and accuracy.
- Effective project management skills.
- Flexible schedule.

**Preferred Experience** | Exposure in social media management and/or box office ticketing is preferred.

**Internship Dates** | Mid-May through mid-August 2019. Flexible start date and schedule. 30-40 hours per week throughout the summer with a heavier schedule through late July and August.

**Qualified candidates may submit a cover letter, resume, and letter of recommendation before March 1, 2019 to:**

Email:  
Stephanie Buckner  
Sales | Event Planning  
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Or by mail:  
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