



April 1, 2019

PAID INTERNSHIP POSTING

Title | Foundation 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 with activities in preparation for and during the Gold Buckle Gala and Ozark Empire Fair. Duties will include but are not limited to the following: working on the Gala Magazine and the Fair Guide, marketing and communications, securing auction items, daily office duties, decorating and helping with preparations for the Gold Buckle Gala including the auction and night of activities.

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 coordinate multiple projects 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.
- Must love to have fun and a creative spirit.
- Graphic Design experience.

Experience Requirement | A background in Adobe Illustrator and Photoshop.

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 and resume before April 17, 2019 to:

Email:
Vickie Hayward

Vickie@ozarkempirefair.com
417.833.2660

Or by mail:
Ozark Empire Fairgrounds & Event
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