



December 6, 2018

PAID INTERNSHIP POSTING

Title | Livestock 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 livestock director with livestock activities in preparation for and during the Gold Buckle Extravaganza and Ozark Empire Fair. Duties will include but are not limited to the following: responding to exhibitors' inquiries, marketing and communications, assisting with agricultural education programs, show entry management, posting of show results, daily office duties, basic accounting, data entry and show day 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 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.

Experience Requirement | A background in livestock exhibiting and/or animal agriculture 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 and resume before January 17, 2019 to:

Email:

Cassie Reid

Livestock Director

cassie@ozarkempirefair.com

417.833.2660

Or by mail:

Ozark Empire Fairgrounds & Event Center

ATTN: Cassie Reid

3001 N. Grant Ave.

Springfield, MO 65803