



# Rock County 4-H Fair

1301 Craig Ave. • P.O. Box 606 • Janesville, WI 53547-0606 • Phone: (608) 755-1470 • Fax: (608) 755-0227 •  
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## ROCK COUNTY 4-H FAIR INTERNSHIP PROGRAM

The Rock County 4-H Fair Association is a non-profit entity dedicated to provide learning and leadership opportunities for the youth of Rock County. The fair is committed to providing a family event with opportunities and experiences promoting 4-H, FFA, agriculture and education.

### **Under the supervision and direction of the Fair Manager and Fair Board Officers and Directors of the Rock County 4-H Fair the intern will have the following benefits:**

- To promote student's academic, career and /or personal development
- Provide the opportunity to explore their interests in the field of event coordination
- Provide hands-on education experiences
- The intern will also gain skills for working in the non-profit sector

### **Job Duties**

- Work with the Fair Manager and Fair Board in all aspects of public relations and marketing
- Work with Fair Manger to solicit sponsors and coordinate events in Agriculture Adventure Land.
- Keep social media sites up to date and accurate
- Assist the fair office with day to day operations such as selling tickets, answering phone call and customer service.
- Manage exhibitors online entries and data system reports
- Create and compile information for fair brochures, show programs, and sale programs

### **Requirement**

- Must have completed at least one year of college
- Applicants should have a background or interest in communications/media relations/ event coordination/education/agriculture
- Be familiar with and competent on various computer applications including MS word, Excel
- Have a strong work ethic and be able to work extended and late hours during the fair
- Have good communications skills and enjoy working with people
- Have good organization skills
- Have good critical thinking skills, having the ability to see a project through the start to finish with limited directions
- Can work independently, and do not need continual assistance.

### **Hours**

- The internship position is a 40 hour per week position which begins May 26<sup>th</sup> and goes thru August 14<sup>th</sup>. The work hours our flexible Monday through Friday with evenings and weekends required the week before the fair and during the week of the fair. The Rock County Fair dates are July 28-August 2, 2020. This will be a paid position
- Students wishing to use this internship for course credit will need to make arrangement for the credit and provide proper paper work to the Fair Manager.

**To apply please submit the following by May 1, 2020:**

- A cover letter outlining the candidate's interest in the position
- A resume
- Completed application

**Applications/resumes**

- E-Mail: [Info@rockcounty4hfair.com](mailto:Info@rockcounty4hfair.com)
- US Mail: Rock County 4-H Fair  
P.O. Box 606  
Janesville, WI 53547-0606
- For questions please contact us at (608) 755-1470

**APPLICATION FOR INTERSHIP**  
**ROCK COUNTY 4-H FAIR, INC.**  
**P.O. Box 606, Janesville, WI 53547-0606**

(Please Print or Type)

Position applied for: \_\_\_\_\_

Name: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

School Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Are you requesting that your college grant you credit hours for your internship? \_\_\_\_\_

On what date would you be available to work? \_\_\_\_\_

Are you available to work full time? Yes    No

Have you been Convicted or Pled Guilty or No Contest to a Felony Offense? Yes    No

Conviction will not necessarily disqualify an applicant for employment.

**EDUCATION:**

Type of School	Name and Location	Degree/Date	Major
High School	_____	_____	_____
College/Technical School	_____	_____	_____

Describe any specialized training, apprenticeship, skills.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EMPLOYMENT EXPERIENCE (includes paid, volunteer and intern positions)**

**Start with your present or last job. Include any job-related military service assignments and volunteer activities.**

**Employer:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Telephone Number** \_\_\_\_\_

**Supervisor (Name&Title):** \_\_\_\_\_

**Position Title:** \_\_\_\_\_ **Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

**Description of Duties:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Employer:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Telephone Number** \_\_\_\_\_

**Supervisor (Name&Title):** \_\_\_\_\_

**Position Title:** \_\_\_\_\_ **Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

**Description of Duties:** \_\_\_\_\_

\_\_\_\_\_

## **REFERENCES:**

1. Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Company/School: \_\_\_\_\_

2. Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Company/School: \_\_\_\_\_

3. Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Company/School: \_\_\_\_\_

**In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer. I certify that answers given herein are true and complete to the best of my knowledge.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_