



**Utah State Fair Corporation**  
155 North 1000 West, SLC, Utah 84116  
801-538-8400 phone ~ 801-538-8455 fax  
www.utahstatefair.com



## Special Events Internship

Seasonal Position for the 2009 Utah State Fair  
(Resumes and references will be accepted until the position is filled)

### Dates of Employment

June 8 - September 20, 2009

### Hours

June through September 9<sup>th</sup> - 7:30 am to 4:00 pm (flexible to accommodate class schedules)  
During the Fair (September 10 -20) applicant **MUST** be available to work 9:00 am - 9:00 pm daily.

### Pay Rate

\$ 8.25 per hour (you may also be eligible to receive college credit)

### Duties Included, but are not limited to:

Family Fun Contests – Plan and implement daily Fair Contests. Work with sponsors to coordinator contest rules and prizes. Complete all required paperwork including waivers and winners circle. Act as MC if required.

Little Hands on the Farm- Pre-fair setup of the exhibit. Act as supervisor during Fair. Make sure the exhibit is running smoothly and the volunteer staff are being efficient. Stock Grocery Store and Souvenir barn with product.

Entertainment – Assist with selection of artists, scheduling, contracts, and ticketing. Act as stage manager for multiple locations during the Fair.

Daily Special Events- Facilitate daily special events such as Dairy Council Ice Cream Festival, Utah Arts Council Day, Car Shows, and Cookoffs. Assist with planning, ticketing, and implementation of events.

Other Projects - Oversee Read and Win Program, Special Needs Program, Advance Ticket Mailer, Cooking Demonstrations, and other Special Events.

Office Procedures- Answering phones, making copies, sending faxes, sending emails, filing, running errands, mailings, etc.

### Requirements

Experience in event planning, public relations, or related education required, solid written and verbal communication skills, flexibility, detail oriented, able to handle multiple tasks with little supervision, reliable, energetic and outgoing, current driver's license and reliable vehicle required.

### To Apply

Submit a current resume and references to:

Utah State Fair  
Attn: Jamie Jackson  
155 North 1000 West  
Salt Lake City, Utah 84116  
or fax to: (801) 538-8455  
email: [jamiet@fiber.net](mailto:jamiet@fiber.net)

