

2010 Oklahoma State Fair® Intern Program



Creative Arts Intern

Description:

Intern will assist the Creative Arts Manager in the development, planning and management of the Oklahoma State Fair® Creative Arts contests, demonstrations, and other special events as needed. This internship will give you direct experience in event planning and management, social media, and marketing.

Duties include but are not limited to:

- Assist with all the various Creative Arts departments during the Fair: Hobbies, Needlecraft, Cooking, China, Ceramics, Antiques, Jr. Arts and Crafts, Photography, Wine, and Fine Arts
- Help coordinate live contests and events during the Fair – specifically the Twitter Treasure Hunt and the Live Digital Photography Shootout
- Create the 2010 Oklahoma Jr. Art Exhibition award booklet
- Issue credentials packets to judges, demo groups, sponsors, Merit winning art students and their teachers, etc.
- Enter data from entry forms received through mail
- Field questions and/or resolve problems via phone and in person
- Fill requests from prospective exhibitors for copies of Premium List
- Print reports for departments to use for entry take-in and prepare judging materials
- Prepare all competition results
- Proof all reports before being added to website

Requirements:

- Excellent communication and people skills.
- Ability to pay attention to detail, complete assignments and tasks with accuracy, and in a timely manner with minimal or no supervision.
- Knowledge of Microsoft software and Adobe InDesign
- Self motivated and skilled at effectively multi-tasking.
- Must be available to work full time from August 18 through September 27.
- Ability to work some evenings and weekends during peak periods is required.
- Mobility required managing tasks throughout various locations within and around fairgrounds with ease and in possible inclement conditions.
- Must have a valid driver's license and a clean motor vehicle record.

Pay Rate: \$8 per hour.

Work Schedule: May 18 – October 9, 2010

<u>Dates</u>	<u>Hours per Week</u>	<u>Total Hours</u>
May 17 - Aug 13 (13 weeks)	20+	260+
August 16 – Oct. 1 (7 weeks)	40+	280+
October 4 – Oct. 8 (1 weeks)	20+	20+
Total Hours:		560+

In order to meet the Intern's needs, this internship has some flexibility with regard to work days and hours prior to the Fair. However, specific days and / or hours will be required just prior to and during the Fair, including some evening and weekend hours. Candidates with the ability to meet the maximum hours may be given priority.

To be considered for this position, applicant must submit at time of application:

1. OSF Internship Application Form
2. Resume with Cover Letter
3. Three references

Applications will be accepted until position is filled.