

2010 Oklahoma State Fair® Intern Program



Educational Attractions Intern

Description:

Intern will assist Attractions and Entertainment Senior Manager with educational attractions with primary concentration on the AGtropolis Adventure and Barnyard Birthing Center.

Duties include (but are not limited to):

AGtropolis Adventure

1. Coordinate all aspects of securing FFA Chapter volunteers, develop and maintain database and work schedule.
2. Draft and/or update volunteer and exhibit rules and duties.
3. During Fair, help AGtropolis superintendent(s) and Attractions and Entertainment Senior Manager monitor and troubleshoot the entire AGtropolis exhibit with special attention to the Farmer for a Day program. Orientate incoming FFA chapter before each shift.
4. Immediately following fair, compile, request, and mail chapter compensation checks and thank you letters.

Barnyard Birthing Center

1. Assist Oklahoma Veterinary Medical Association (OVMA) to acquire animals and/or supplies.
2. Attend two or three OVMA evening meetings in Edmond.
3. Coordinate animal pen set up with Birthing Center Superintendent.
4. During Fair, assist with on-site general tasks as requested by the Birthing Center Superintendent, Coordinator and/or OVMA representative.

General (All exhibits)

1. Assist Senior Manager in researching new educational exhibit elements.
2. Assist Senior Manager with all aspects of securing live animals.
3. Help install and strike exhibits
4. Request, distribute and track credentials for all volunteers.
5. Immediately following Fair, draft and send thank you correspondence and assist with billing.
6. Draft or update exhibit signage.
7. Other miscellaneous duties may be required at the discretion of the Attractions and Entertainment Senior Manager.

Special Requirements:

1. Excellent communication and people skills.
2. Self motivated and skilled at effectively multi-tasking. Ability to pay attention to detail, complete assignments and tasks with accuracy, and in a timely manner with minimal or no supervision.
3. Extensive knowledge of Microsoft software, with emphasis on Word and Excel and ability to type at least 40 wpm.
4. Ability to work evenings and weekends during peak periods is required.
5. Mobility required managing educational attractions within and around fairgrounds with ease and in possible inclement conditions. Primary locations will be in and around livestock barns during the Fair.
6. Must have a valid driver's license and a clean motor vehicle record.

Pay Rate: \$8 an hour

Work Schedule: June 15 – October 15, 2010

	<u>Dates</u>	<u>Hours per Week</u>	<u>Total Hours</u>
Pre-Fair Work:	June 14 – Aug. 27 (11 weeks)	20+	220+
Fair setup & Fair:	Aug. 28 – Oct. 1 (4 weeks)	40+	160 +
Post-Fair:	Oct. 1 – Oct. 15 (2 weeks)	20+	<u>40 +</u>
			420+

Flexible daytime hours can be arranged to accommodate the student's class schedule. However, **intern must be available to work during the 2010 Fair, September 16-26.** A minimum commitment of up to 420 hours is required.

Combined Internship Option

Oklahoma State Fair reserves the right to combine the Entertainment & Events and Educational Attractions Internships into one position, should a candidate have the required skill sets for both positions and the desire and ability to work 40 hours or more per week from May until October.

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.