

2010 Oklahoma State Fair® Intern Program



Special Programs Intern

Description:

Intern will assist the Special Programs Manager in the development, planning and management of the Oklahoma State Fair Volunteer, Academy (school field trip) and other programs as needed. This internship will give you direct experience in working with volunteers, event management, educational field trips and marketing.

Duties include but are not limited to:

Academy School Field Trip Program

1. Assist in the recruitment of Oklahoma teachers and schools for Academy field trip participation.
2. Maintain school database with accuracy. Process school tour registrations and confirmations.
3. Research information for Learning Centers and lesson plans.
4. Assist in the development of teacher packets, field trip guide and Web site.
5. Compile, print and distribute schools' tickets, passes, schedules, maps and packets.
6. Field questions and/or resolve problems via phone and in person.
7. Assist with the management of the Academy during the Fair: 7 a.m. – 2 p.m. Mon., Tues, Thur. & Fri.

Volunteer Program:

1. Process volunteer registrations and maintain database with accuracy and attention to detail.
2. Compile and distribute OSF Staff Guide Book and InFairmation.
3. Assist in volunteer recruitment, training, meetings and special events.
4. Compile, print and distribute promotional and training packets, materials and resources.
5. Attend and assist with volunteers' meetings, activities and special events before and during the Fair.
6. Compile and distribute Volunteer Newsletter.

Other:

1. Assist Special Programs Manager with other projects as needed to include, but not limited to, scholarship program, creative arts, and special events and attractions.

Requirements:

- Excellent communication and people skills.
- Ability to follow directions, to work with minimal or no supervision and to complete assignments in a timely manner.
- Excellent attention to detail and ability to enter and maintain documents, files and records with complete accuracy.
- Extensive skill in Microsoft Word, Access, Excel. Skill in Adobe InDesign and Photoshop a plus.
- Self motivated. Hard-working and dedicated.
- Ability to effectively multi-task and to jump from one project to another.
- Must be available to work from August 16 - September 29, including specific evenings and weekends.
- 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 3 – October 9, 2010

<u>Dates</u>	<u>Hours per Week</u>	<u>Total Hours</u>
Pre-Fair: May 3- August 6 (14 weeks)	10 - 20	140 - 280
Fair Set-up & Fair: August 9 – Sept. 26 (7 weeks)	20 - 40+	140 - 280+
Post Fair: Sept. 27 – Oct. 8 (2 weeks)	20 - 30	40 - 60
Total Hours:		320 – 620+

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.