IOWA STATE FAIR AUTHORITY JOB DESCRIPTION

POSITION: ENTRY DEPARTMENT SUMMER INTERN

TYPE OF POSITION: SEASONAL

HOURS OF WORK: 8:00 A.M. TO 4:30 P.M. MONDAY- FRIDAY Hours may be extended during Fair time.

EFFECTIVE DATE: MAY/JUNE- AUGUST 23, 2020

NAME OF IMMEDIATE SUPERVISOR: COMPETITIVE EVENTS DIRECTOR

WORK DUTIES: Assist Competitive Events Department with assigned tasks.

DUTIES
- Clerical:
  - Process and receipt paper copy entry forms.
  - Enter exhibitor (and animal) information into database.
  - Process entries submitted online.
  - Create lists of exhibitors/entries and make available to those parties requesting them.
  - Assist in the preparation of mailings to exhibitors including collating and stuffing of envelopes.
  - Process refund requests.
  - Prepare show catalogs and judging sheets to be used during the Fair.
  - Post and proof results and premiums.
  - Assist other Entry Department Summer Staff as needed to accomplish tasks.

- Communication:
  - Receive and respond to phone, mail and e-mail inquires for information regarding individual’s department along with the various other departments that comprise Competitive Events.
  - Correspond with exhibitors in regards to their entries.
  - Provide assistance to exhibitors at the counter.
  - Work with superintendents in meeting their needs.

- Credentials:
  - Fill requests for credentials and sell credentials at the counter to exhibitors.
  - Maintain an auditable paper trail for all credentials distributed and money received for credentials.

ESSENTIAL FUNCTIONS
- Ability to effectively communicate, both orally and in writing.
- Ability to operate computers. Proficient in Microsoft Word, Excel and Access.
- Ability to meet deadlines even in stressful situations.
- Ability to multi-task.
- Ability to apply personal work attitudes such as honesty, responsibility and trustworthiness required to be a productive employee.
- Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.
- Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous and cooperative manner even in stressful situations. Committed to quality service.
- Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.
- Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.
- Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.
- Ability to maintain confidentiality of personally identifiable financial information.

Please email or mail a cover letter and resume to Jen Cannon, Competitive Events Director, by February 21, 2020.

Jen Cannon
Iowa State Fair
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