

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 18, 2019

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 January 11, 2019.

Jen Cannon
Iowa State Fair
P.O. Box 57130
Des Moines, IA 50317
jcannon@iowastatefair.org
515.262.3111 ext. 245