



## **2022 Nebraska State Fair – Livestock Office Assistant**

### **Position Description**

The Livestock Office Assistant Position oversees the Livestock Office during the Nebraska State Fair. The position will report directly to the Livestock & Equine Manager at the Nebraska State Fair Office in Grand Island, Nebraska.

A successful candidate will be a person that can positively communicate with people in a fast-paced environment. The candidate will have excellent organizational and communication skills. The applicant will be a self-starter with minimal supervision and maximum production.

**Time Period: total of 14 days August 24<sup>th</sup>-September 6<sup>th</sup>**

- The position will be expected to work a set schedule during the duration of the Nebraska State Fair, which will include weekends and potentially early mornings and/or late nights.

### **Responsibilities:**

- Office and customer service
- Direct questions to appropriate person
- Distribute credentials, as needed
- Be familiar with the livestock & equine schedule
- Handle announcements over intercom in barns
- Help with maintaining office tidiness
- Assist with copy machine operations
- Additional duties as determined by supervisor.

### **Requirements:**

- Candidate must be a high school graduate.
- Be able to lift 50 pounds

Please send all correspondence, including a cover letter, resume, and three references to [akelley@statefair.org](mailto:akelley@statefair.org).