



NEBRASKA STATE FAIR POSITION DESCRIPTION Entertainment and Events Intern

As of January 26, 2023

Summary:

Reporting to the Events Manager & Entertainment & Events Director, the Entertainment and Events Intern will assist in Event planning and Event execution, and will coordinate Nebraska based events for the 2023 Nebraska State Fair(event). A successful candidate will have a background in event planning and execution.

Duties and essential job functions:

- Maintain a culture that fosters Nebraska State Fair mission and values to be an exhibition focused on agriculture and educational experiences that promote families, fun, and Nebraska pride.
- Engage with current and prospective Nebraska Partners to plan, finalize, and execute the Local Entertainment Plan Events.
- Perform a Lead Role in the following events: Nebraska's Largest Classroom, Nebraska Sports Council and Bus Tours.
- Perform Support Role for events and entertainment including but not limited to: AGtivity Acres, Daily Celebration Parades, Veteran's Day Celebration Parade, Queen Meet N Greet, Cheer & Dance, and Grand Marshal Program, Marching Bands and free stage entertainment.
- Provide creative ideas for events.
- Other similar duties as assigned.
- Identify, communicate and facilitate logistic needs for timely and efficient Event execution.
- Identify, create, and communicate support materials for Local Events Marketing.
- Identify logistic needs in NSF Event Software program for fulfillment.
- Participate in Staff Meetings no less than two times per month.
- Prepare Event evaluation for each event within the Local Event Plan.

Additional Job Duties:

- Perform a supporting role for limited, key Events that are led by NSF Staff Team.
- Provide regular updates of planning to Entertainment and Events Director and Staff Team.
- Must have the ability to read, follow, and implement budget controls within Events Department.

Education and/or Experience:

- Experience in event planning, marketing, or related business field.
- Experience with Microsoft Office
- Excellent verbal and written communication skills

Minimum Qualifications:

- Must follow basic safety requirements.
- Must be able to occasionally lift up to 50 lbs., while performing the duties of this job, the Intern is required to stand for long periods of time; frequently walk or move about the property, be able to lift or assist in lifting and transporting objects such as tables, chairs, boxes, platforms, etc.
- Requires climbing stairs and maneuvering equipment in and out of rooms, hallways, and buildings.
- Work a normal work week of 20-40 hours in the months leading up to Fair.
- Must be able to work nights, weekends, and holidays, as needed, including working on-property everyday August 21 – September 5, 2023 with additional days as necessary.
- Current valid driver's license and be insurable to drive.
- Strong verbal and written communication skills.
- Must be driven, confident, organized and an accomplished problem-solver.
- Able and willing to work cooperatively with other team members.

Nebraska State Fair is an equal opportunity employer. Submit resume and cover letter to Entertainment & Events Director, Nebraska State Fair at kschulz@statefair.org.