



NEBRASKA STATE FAIR POSITION DESCRIPTION

Entertainment and Events Intern

As of December 9th, 2025

Summary:

Reporting to the Entertainment and Events Director and Manager, the Entertainment and Events Intern will assist in Event planning and Event execution and will coordinate Nebraska based events for the 2026 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, AGtivity Acres, County Fair Day, State Fair Board Reunion, Farm Families, Sensory Room.
- Perform Support Role for events and entertainment including but not limited to: Daily Celebration Parades, Veteran's Day Celebration Parade, Cheer & Dance, Grand Marshal Program, Marching Bands, Bus Tours, 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 the NSF Event Software program for fulfillment.
- Participate in Staff Meetings no less than two times per month.
- Prepare Event evaluations 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 on planning to the 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 fields.
- 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 the Fair with the potential for some nights and weekends.
- Preference will be given to those able to work on-property everyday August 28 – September 7, 2026.
- 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 to Entertainment & Events Director, Nebraska State Fair at kschulz@statefair.org.