



Event Internship

Role: Event Intern

Department: Entertainment and Event Solutions

Pay Status: Unpaid

Classification: Intern

Mentor: Event Specialist

Time Span: Flexible, 10-20 hrs/week, (20-30 hrs during the month of October including all weekends and evenings)

Summary: The Arizona Exposition and State Fair is looking for motivated, outgoing individuals to contribute to our Events department. Working under our Event Specialist, interns will have the opportunity to enhance their portfolio, gain hands-on event experience, and learn what goes into special events and entertainment for the largest event in the State! There will be opportunities to learn event management for seasonal events as available.

Main Knowledge Objectives (*This is a list of what the intern can expect to learn*)

- Collaborate with multiple departments on project and assignments
- Learn and practice event planning skills for private and large scale events
- Learn project management skills by assisting multiple client activations
- Develop skills in live events as it relates to stage and entertainment management

Event Intern Responsibilities:

- Work with the events department to coordinate all events and entertainment logistics including the preparation of credential packets
- Assist in coordinating sponsorship event load in details and managing their needs while onsite.
- Review Community Stage performer applications and approve bookings as needed
- Attend and participate in Entertainment and Event Solutions meetings to understand the preparation of events
- Assist with onsite management, including but not limited to community stage performers, tribute bands, and Fair entertainment
- Assist in correspondence with performers by phone, email, or in person communication

Qualification/Requirements:

- Understanding of Google Suite, including but not limited to, Docs, Sheets, and Slides
- Understanding of customer service skills necessary for all interactions with guests, performers, and entertainers at the Arizona State Fair
- Understanding of the events industry work environment and an eagerness to gain hands-on experience
- Ambitious, positive attitude and a desire to build a career in the event industry
- Ability to follow instructions and ask questions
- Excellent organizational skills and attention to detail
- Excellent written and verbal communication skills with a great understanding of English grammar and language
- High level of professionalism and motivation to be on time and meet deadlines
- Prefers finding solutions and thinking of new ideas

Education Requirements: College/University student working towards a degree in Event Management, Tourism, Marketing, or Communications. Graduate students may also apply.

Physical Requirements: Must be able to sit for extended periods of time in front of a computer and must have excellent communication skills (i.e., communicate clearly and effectively in both written and spoken English). Must be able to stand for extended periods of time which could include walking the fairgrounds several times a day. Must be able to lift boxes weighing up to 20 pounds. Managing events and interacting with guests requires standing, walking, kneeling, stooping, bending and crawling as well as carrying and/or lifting materials.

Interested applicants should submit cover letter, resume, and availability to:

events.assistant@azstatefair.com

Must be 18 years of age or older and have a valid driver license.

Equal Employment Opportunity (EEO) and Reasonable Accommodation Employer (RAE)