



The Arizona Exposition and State Fair is looking for motivated, outgoing individuals to contribute to our Events department. Working under our Event Coordinator, 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 when available.

Timing:

July 10th - November 10th Summer - 5 hrs/week; Fall - 10-15 hrs/week or more depending on availability and Agency need. Weekend and evening availability in September and October is required.

Main Knowledge Objectives:

- Collaborate with multiple departments on project and assignments
- Implement 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 special events during the Fair such as Grandstand Arena shows, community-based programming, and private functions
- Work with the events department to coordinate entertainment including credentialing, load in logistics, and day of on-site support
- Assist in coordinating sponsorship related event details and managing their needs while onsite
- Review Community Stage performer applications and approve bookings as needed
- Review and respond to Field Trip applications and email inquiries as needed
- Attend and participate in meetings to understand the preparation of events

- Liaise with onsite management, Community Stage performers, tribute bands, and Fair entertainment via phone, email, or in person communication

Qualification/Requirements:

- High level of professionalism and motivation to be on time and meet deadlines
- Understanding of Google Suite, including but not limited to, Docs, Sheets, and Slides
- Customer service skills necessary for interactions with guests, performers, and entertainers
- 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 ask intuitive questions and complete projects independently
- Excellent organizational skills and attention to detail
- Excellent written and verbal communication skills with a great understanding of English grammar and language
- Prefers finding solutions and thinking of new ideas
- Obtain a valid driver's license

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

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

meghann.travis@azstatefair.com

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