

Missoula County Fairgrounds
Western Montana Fair, August 6-11, 2024
Fair Internship

Position Title: Special Events Intern

Reports To: Events & Operations Manager

Hours: 20 hours per week (Full-time and overtime in last two weeks of July and first two weeks of August)

Education: High School degree or equivalent

Compensation: \$15.17/hour

The Western Montana Fair is expanding to six days after three years of record-breaking success. Help shape the experience for the Fair's 200,000 visitors. The Fairgrounds intern shall be responsible for assisting the full-time permanent staff with programming, marketing, entertainment, exhibiting and sales related to the Western Montana Fair, the Missoula Stampede and Lords of Dirt. Internship is for 90 days. Some weekends are required as well as working full-time with overtime the first two weeks of August.

Duties and Responsibilities:

- Assist in the coordination and execution of the Western Montana Fair.
- Distribute programming and marketing materials in the Missoula and surrounding communities.
- Assist in aspects of vendor and exhibit set-up, supply purchases and record keeping.
- Provide on-site assistance to vendors, exhibitors, superintendents, partners, and volunteers before, during, and after the Fair.
- Perform customer service tasks, including telephone communications, guest information, ticket sales and mail deliveries.
- Perform clerical duties, take memos, maintain files, and organize documents; photocopy, fax, etc. as needed.
- Assist in Green Team volunteer recruitment and coordination.
- Assist in Fair exhibit outreach and education.
- Other assignments as required for a successful Fair program management.

Required Qualification (knowledge, skills, and abilities):

- On track to earn a degree.
- Creative and entrepreneurial mindset.
- Community and public service orientation - connection to the greater good of the Fair.
- Excellent interpersonal and communication skills.
- Demonstrated ability to coordinate and manage events.
- Demonstrated excellent oral and written communication skills.
- Demonstrated professionalism and ability to interact effectively with diverse groups of people.
- Proven time management and organizational skills.
- Ability to take initiative, work autonomously and start/finish projects.

Please submit a cover letter and resume to Tenzin Lhaze at tlhaze@missoulacounty.us. Review of applications begins May 1, 2024 and will remain open until filled. Tentative start date is May 26, 2024. Start and end dates for employment are negotiable.