

# 2010 Oklahoma State Fair® Intern Program



## Horse Show Event Intern

### Description:

Intern will assist the Horse Show Manager with the various horse shows/events that take place during the Oklahoma State Fair® and other related events and/or attractions as needed.

### Duties include:

1. Serve as staff liaison answering questions from participants regarding rules, regulations and general event information.
2. Assist with pre-event correspondence and mailings, updating database, and data entry for show entries as well as processing and inputting results during the Fair.
3. Serve as a staff assistant during the Fair, processing horse show credentials, competition entry forms and show results.
4. Assist in the preparation of competition site and awards. Responsibilities may require physical and manual labor.
5. Other miscellaneous duties may be required at the discretion of the Horse Show Manager.

### Requirements:

1. Extensive knowledge of Microsoft software, especially Word and Excel.
2. A basic knowledge of the equine industry.
3. Ability to absolutely commit to dedicated service to this job for the duration of the Fair.

**Pay Rate:** \$8 per hour.

### Work Schedule: August 15 –September 30, 2010

	<u>Date</u>	<u>Hours per Week</u>	<u>Total Hours</u>
Pre-Fair Work	August 15 – Sept. 15 (4 weeks)	8	32
On-site during Fair	September 16– 27 (11 days)	at least 110	<u>110+</u>
			120 - 145

- Flexible daytime hours can be arranged to accommodate the student's class schedule from August 15 – September 15.
- Intern must be available to work extensive days/hours during the 2010 Fair, September 16-26.
- Schedule also requires nights/ weekends during the Fair.
- A commitment of 120-145 hours is required.

To be considered for this position, applicant must submit at time of application:

1. OSF Internship Application Form
2. Resume with Cover Letter
3. Three references

Applications will be accepted until position is filled.