

2010 Oklahoma State Fair® Intern Program



Marketing & Public Relations Intern

Description:

Intern will assist as needed in the Marketing & Public Relations, Sponsorship and Business Development, and President/General Manager's offices of Oklahoma State Fair, Inc.

Duties include...

1. Assist the Marketing & Public Relations and the Sponsorship & Business Development Divisions with daily tasks including, but not limited to, the following:
 - a. Design and development of Oklahoma State Fair collateral materials;
 - b. Writing and editing of press releases;
 - c. Design and development of various print ads;
 - d. Design and development of sponsorship packages;
 - e. Various promotional activities during the run of the Oklahoma State Fair; and
 - f. Any other tasks as deemed necessary by either the Vice President of Marketing & Public Relations or the Vice President of Sponsorships & Business Development.
2. Assist in the President/General Manager's office with tasks as deemed necessary by either the President/General Manager or his Executive Assistant.

Requirements...

1. Extensive knowledge of Microsoft software, especially Word, Access, and Excel.
2. Extensive knowledge of current Social Media is preferred.
3. Basic knowledge of various design programs including Dreamweaver would be helpful.
4. Must have a valid driver's license and a clean motor vehicle record.

Pay Rate: \$8 per hour.

Work Schedule: Mid-May – September 30, 2010

This internship may be structured to a position with a span of 20 weeks, ranging in hours as follows:

<u>Date</u>	<u>Hours per Week</u>	<u>Total Hours</u>
Starting Mid-May (2 weeks)	16	32
June (4 weeks)	16 to 32	64 - 128
July (4 weeks)	16 to 32	64 - 128
August (5 weeks)	16 to 32	80 - 160
September (4 weeks)	20 to 40	<u>80 - 160</u>
		320 - 608

Flexible daytime hours can be arranged to accommodate student's class schedule. Some evenings and weekends may be required prior to and during the Fair. All interns are required to participate in the 2009 Oklahoma State Fair® scheduled for September 16—26, 2010. Candidates with the ability to meet the maximum hours may be given priority.

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.