



## Event & Sponsorship Internship

**Role:** Event and Sponsorship Intern  
**Department:** Entertainment and Event Solutions  
**Pay Status:** Unpaid

**Classification:** Intern Volunteer  
**Mentor:** Events Specialists and Sales Coordinator  
**Time Span:** Flexible. 10-20 hrs/week (20-30 hrs during the month of October)

### Summary:

The Arizona Exposition and State Fair is looking for a motivated, outgoing individual to contribute to our Entertainment and Event Solutions team. This will be an amazing experience for the Event and Sponsorship Interns as they will have a hand in the and execution of the 2017 Arizona State Fair and additional summer interim events produced on the Arizona State Fairgrounds. Interns will learn new skills and directly assist the Events Specialists and Sales Coordinator by taking ownership of a wide range of projects related to the field of Event Planning and Sponsorship. The Event and Sponsorship interns will have the opportunity to run the Community Stages for the Arizona State Fair from start to finish, including planning, organizing, emceeding sponsored stage events, managing staff, and being the main point of contact during the shows. The intern will participate in Entertainment and Event Solutions meetings, as well as attend meetings with clients. This internship is intended to be educational and will give the needed experience and skills to anyone looking to enter into Event Management and Sponsorship as a career.

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

- Event planning
- Staff management and leadership skills
- Time management and organizational skills
- Client management
- Event venue sales
- Sponsorship fulfillment

### Tasks Include the Following

- Drafting Letters of Agreements and contracts
- Assisting with event day duties which include collaborating with staff from various AESF departments
- Creating welcome packets and writing thank you letters for Entertainers, Sponsors and Commercial Sales Vendors
- Research and program various community stages
- Assisting in generation of Sponsor Promotional Recaps, which include taking daily photographs and creating powerpoint presentations
- Assisting the Commercial Sales team with day to day projects, such as booth collapsing and seating area set up in the Shopping Pavilion Building which may also include hanging sponsorship banners

### Qualification/Requirements:

- Organized and dependable, with high attention to detail
- Positive, fun-loving attitude, and a strong desire to learn about event planning
- Responsible and eager to take initiative
- "Can-do" attitude and willingness to do what it takes to get the job done
- Thrives in a fast paced, get dirty environment
- Excellent phone etiquette
- Working knowledge of Microsoft Office Suite is a must
- Skills in presentation and interpersonal relations
- High level of professionalism, and motivation to be on time, meet deadlines, and follow-through
- Performs well in an environment that values creativity, flexibility, enthusiasm, and adaptability

### Education Requirements:

College/University student working towards a degree in either Marketing, Sales, or Public Relations. 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 on the floor for up to 8 hours. Must be able to lift boxes weighing up to 25 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: [julie.dougherty@azstatefair.com](mailto:julie.dougherty@azstatefair.com)

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

EEO/RAE. Can't commit? We welcome volunteers.