



## Competitive Entries Internship

**Role:** Competitive Entries Intern  
**Department:** Exhibits and Entries  
**Pay Status:** Unpaid

**Classification:** Intern Volunteer  
**Mentor:** Exhibits 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 Competitive Entries team. Competitive Entries is the very cornerstone of the fair where people bring their wares to be judged for the elusive distinction of a blue ribbon award. Competitive Entries including classic competitions such as Art, Photography, Sewing, Science, Hobby Collections, Quilting, Needlework, Woodworking, Drafting, Cooking, Baking, Creative Writing and so much more! The Competitive Entries Intern will have the opportunity to develop at least one contest for the Competitive Entries Department from start to finish, and including planning, organizing, managing staff, and being the main point of contact during the show. The intern will also participate in Entertainment and Event Solutions (EES) meetings, as well as attend meetings with clients. This internship is intended to be educational and will give the needed experience and skills.

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

- Staff management and leadership skills
- Time management skills and organizational skills
- Client management

### Tasks Include the Following

- Develop a new Competitive Entries contest, coordinate, design and execute the contest leading up to fair and at fair
- Assist in hiring temporary Entries employees (sit in on interviews and understand the hiring process)
- Reach out to possible contest, sponsors, and demonstrators
- Design and coordinate special contest areas including but not limited to Fry's Stage, Home Arts Mulqueen Contests
- Monitor a sub-component of an event for the duration of the fair to determine the logistics of multi-tiered event management
- Schedule and coordinate Entries stages and demonstrators

### 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
- 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 environment that values creativity, flexibility, enthusiasm, and adaptability

### Education Requirements:

College/University student working towards a degree in either Marketing, Sales, Public Relations, Communication or Agriculture. 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.