

**California Mid-State Fair
July 22 – August 2, 2020**

Paid Internship Job Description

The California Mid-State Fair offers one (1) paid Internship for the Spring and Summer, with the intern reporting to the Marketing Coordinators.

Duties to include, but not limited to:

- 1.) General office work... filing, answering phone calls/emails, running errands etc.
- 2.) Light manual labor... setting up tents, moving boxes, etc.
- 3.) Using basic software... Internet, email, Word, Excel, etc.
- 4.) Using basic social media... FB, IG, TW, YouTube, etc.
- 5.) Using basic graphic design... InDesign, Photoshop, etc.
- 6.) Assisting in the execution of various parties and gatherings
- 7.) Assisting vendors/sponsors with day-to-day needs
- 8.) Assisting the public with day-to-day needs

Candidate should have:

- 1.) Pleasant, upbeat personality
- 2.) Sense of humor
- 3.) Like of Fairs, public events and live music
- 4.) Reliable transportation
- 5.) Must be able to work through Fair, ending August 2, 2020

Timeframe: Flexible hours in spring, fitting into student's schedule, gradually increasing to full-time during the Fair (July 22 – August 2, 2020), then job/internship ends.

Hours:

- 1.) April & May: +/- 10 per week
- 2.) June & July: +/- 20 per week
- 3.) During Fair: +/- 8 per day

Pay: \$12 per hour

Send resume to Caitlin Stanton at publicity@midstatefair.com.