



Competition & Horse Show Intern

(Summer Employment, Non-Exempt)

Overview

Come be a part of the Minnesota State Fair's Agriculture and Competition Team! The Competition and Horse Show Intern has a variety of responsibilities throughout the entry process to help ensure a positive experience for each of the over 30,000 exhibitors in our Horse Show and other competitions at the Minnesota State Fair.

Essential Functions

- During the summer
 - Produce a variety of print pieces including but not limited to judge cards, score cards, and horse show schedules.
 - Sort, organize, and label ribbons, plaques, trophies and other competitive awards.
 - Process and track entries for the Horse Show including reviewing entry requirements, performing data entry, collecting payments, and requesting additional information if needed.
 - Enter and proof results of creative activities and K-12 competitions.
- During the fair
 - Staff the Horse Show office interacting directly with exhibitors, judges, contractors, staff, and fair guests.
 - Check in horse show exhibitors including collecting signatures, handing out back numbers, taking payments, adding and scratching classes, and answering questions.
 - Clerk horse shows in the arenas including accurately recording placings on paper and on a mobile device, assisting the announcer, judge and other show staff.
- Manage customer relationships answering departmental emails and phone calls in a professional and positive manner.
- During peak activity times, work extra daily hours and periods with no days off.
- Assist with tasks as assigned by the immediate supervisor, other competition staff or deputy general manager.

Required Qualifications

- Outgoing individual who seeks to provide outstanding customer service to exhibitors, fair guests and fellow employees.
- Ability to multi-task under pressure while also enjoying some Fresh French Fries.
- Maturity to handle gray areas where there may not be a right answer and seek help if needed.
- Strong computer skills, including experience with Microsoft Office Suite.
- Excellent oral and written communication skills, with attention to detail.
- High school graduate.
- Valid driver's license.

Preferred Qualifications

- Background in equestrian competitions such as "English" riding, "Western" riding or Rodeo.
- Working knowledge of basic office equipment and previous office experience.

If you're interested in applying for this position you can apply online by visiting our career portal at: <https://secure6.entertimeonline.com/ta/6121938.careers?CareersSearch> or by visiting us at the Minnesota State Fair Employment Center located at 1640 Como Avenue St. Paul, MN 55108. A map and hours of operation of the Employment Center can be found at: <https://assets.mnstatefair.org/pdf/21-ec-map.pdf>