

2017 Summer Employment Program

COUNTY: Marquette County

TYPE OF POSITION: Marquette County Fair Summer Assistant/Intern

EMPLOYMENT PERIOD: May –July dates negotiable

SUMMARY OF POSTION:

This position is designed to aid Marquette County Youth Organization (MCYO) staff during the busy time leading up to the Marquette County Fair. The Marquette County Fair Summer Assistant/Intern will increase his/her knowledge of DATCP requirements, vendor relationships, community partnerships, volunteer development, and general Fair implementation. This summer position provides valuable pre-professional experience for educational and community based careers as well as marketing experience. The Marquette County Fair Summer Assistant/Intern is supervised by the Marquette County Youth Organization Officer team.

RESPONSIBILITIES:

The Marquette County Fair Summer Assistant/Intern is responsible for working with the different committees of the Fair Board to procure volunteers, create advertising, communicate with vendors, coordinate with radio and TV stations, distribute materials, update the Marquette County Fair website and Facebook pages, promote the Fair at County wide events prior to the Fair, assist with exhibitors and entries, coordinate/communicate with entertainment vendors, and other duties as they arise. This is an entry level position requiring significant contact with the public. This summer position provides flexibility in scheduling; however, some weekend work will be required. While there will be some hours between May and June 25, this position requires heavy involvement between June 25 and July 10.

QUALIFICATIONS:

- Evidence of successful leadership experience in school and/or community organizations.
- Completion of two years of college preferred
- Self-motivated and self-directed
- Ability to deal with a variety of people from diverse backgrounds
- Strong organizational and communication skills
- Enthusiasm and flexibility
- Valid driver's license and proof of insurability
- Must be available to work occasional nights and weekends
- Basic computer proficiency in Microsoft programs
- Graphic design experience desirable

SALARY:

Maximum scholarship amount = \$2000 dependent on performance and hours worked.

APPLICATION PROCEDURE AND DEADLINE:

Send a cover letter, resume, and names, address, and telephone number of three current references by **April 15, 2017** to:

Marquette County Fair
PO Box 338
Montello, WI 53949
marquettfairwi@gmail.com 608-297-3138