

*Intern*

# FAIRTIME EVENT

WSF 2025 Internship Program

**APPLY  
TODAY**



# FAIRTIME EVENT INTERN

## POSITION

The Wyoming State Fair is seeking an energetic and versatile Fairtime Event Intern to join our team during the most thrilling week of the year. This internship is crafted for individuals who thrive in fast-paced environments and are passionate about contributing to the seamless execution of large-scale events. The ideal candidate will play a crucial role in ensuring the fair's operations run smoothly, engaging directly with the public, and providing vital support to our event and office staff.

Fairtime: Aug 9 - August 17, 2025

## RESPONSIBILITIES

- **Event Setup and Teardown:** Assist in the setup and teardown of event spaces, ensuring all areas are prepared before the fair opens and properly cleared and secured after it closes.
- **Public Interaction:** Serve as a point of contact for fairgoers, addressing inquiries and providing information with a friendly demeanor to enhance guest experiences.
- **Partner Coordination:** Work closely with external partners and vendors to ensure logistical elements are aligned and executed according to plan, facilitating a collaborative environment.
- **Document Drafting:** Assist in drafting various essential documents and communications that support event operations and coordination efforts, ensuring clarity and accuracy in all information disseminated.
- **Office Assistance:** Provide administrative support in the fair's main office, helping to manage schedules, answer phones, and perform data entry tasks as needed to support the broader team.
- **Entertainer and Contest Liaison:** Act as the primary liaison for entertainers and community contest participants, coordinating schedules, providing necessary accommodations, and ensuring they have a positive experience.
- **Guest Experience Improvement:** Proactively identify and address any issues that could impact the guest experience, ensuring all visitors have an enjoyable and memorable time at the fair.
- **Lunch and Material Delivery:** Assist with the distribution of various materials throughout the week.

## QUALIFICATIONS

- Strong written and verbal communication skills, along with a flair for creative content creation.
- Detail-oriented with excellent organizational and project management skills.
- Comfortable working with digital marketing tools and platforms, with a willingness to learn new technologies.
- Ability to work independently and collaboratively in a fast-paced environment.
- A passion for community events, education, and fostering a fun and engaging atmosphere.

This internship offers the chance to develop professional skills in a real-world setting, contribute to meaningful projects, build your portfolio, and make a tangible impact on the success of the Wyoming State Fair. We look forward to reviewing your application!