

EVENT EXECUTIVE

POSITION

The Wyoming State Fair is seeking a highly organized, proactive, and detail-oriented Event Executive Intern to support our Executive Director (ED), Courtney Conkle, in the day-to-day operations and administrative tasks leading up to and during the fair. This position offers a unique opportunity to gain hands-on experience in event management and executive support within a vibrant and community-focused environment. There are two openings for this position, one summertime and one fairtime.

Summertime: July 1 - August 16, 2026

RESPONSIBILITIES

Communications: Assist with the ED's communication needs, including handling emails, calls, and texts. Work closely with the ED each afternoon to prepare for the next day's tasks and confirm and attend meetings.

Document Preparation and Filing: Work to prepare ED's daily to-do list binder. Assist in prepping meeting documents such as board packets, board binders, and presentations as needed. Organize and file various reports, documents

Project Oversight Assistance: Work alongside ED in overseeing various projects and assets of the fair, ensuring their completion and installation.

QUALIFICATIONS

- Currently pursuing or have recently graduated with a degree Business Administration or a related field.
- Strong organizational and time management skills.
- Excellent verbal and written communication abilities.
- Ability to manage multiple tasks and prioritize in a fast-paced environment.
- Proficient in Microsoft Office Suite, especially Excel and Word.
- Keen attention to detail.
- Eagerness to learn and grow in a dynamic work setting.
- Interest in event management, administration, and community engagement.

This internship is designed for individuals looking to immerse themselves in the world of event planning and executive administration. Interns will gain invaluable experience working alongside seasoned professionals, contributing to the successful execution of one of Wyoming's most cherished events. If you are passionate about community events and looking for an opportunity to develop your management skills in a supportive and exciting environment, we encourage you to apply.