

Event Planning and Management Intern – 2020 Nebraska State Fair

Raising Nebraska
Grand Island, NE

Spring 2020, Summer 2020, Fall 2020

This can be a multi-semester position

Paid Internship – \$10/hour - average 10-15 hours per week, with the bulk of the hours leading up to and including the Nebraska State Fair, August 23 – September 2, 2019.

As an intern, you will work directly with the Raising Nebraska Experience Coordinator, Nebraska 4-H and Extension, and industry partners in planning, supporting and executing a wide-range of events and programs during the 2020 Nebraska State Fair. This successful candidate will also help assist the marketing of these events and programs, with some administrative duties as needed. The successful candidate will receive hands-on experience in event planning and management as part of a fun and supportive team.

This internship is paid. Additionally, any travel and lodging expenses will be covered.

Job Description:

- Work with Raising Nebraska Experience Coordinator, Nebraska 4-H, and external constituents to coordinate event logistics
- Event planning, promotion, and on-site execution including set up and tear down
- Maintain up-to-date event documents including site-schedule forms and action plans
- Procure and organize supplies for events
- Position will offer input into projects, be invited to meetings, and may be asked to assist other departments

Important Skills/Traits

- Excellent presentation skills including handling many assignments simultaneously
- Should exhibit creativity and resourcefulness
- Self-confident and outgoing personality
- Organized and detail oriented
- Excellent communication skills (verbal and written)
- Entrepreneurial attitude and ability to think outside the box
- Desire to learn
- Strong interpersonal skills
- Ability to follow directions and work independently

Requirements and Qualifications:

- Degree seeking student in an institution of higher learning, preference will be given to students in the University of Nebraska system, and enrolled during the Fall 2019 academic year
- Demonstrate strong communication and interpersonal skills
- Must have a strong interest in event planning/marketing
- Must be able to travel to Grand Island, Nebraska, for meetings and MUST be available to be onsite in Grand Island, Nebraska, during the Nebraska State Fair, August 28 – September 7, 2020.
- Previous event volunteer experience a plus
- Working knowledge of Microsoft Word and Excel
- Have own reliable transportation
- Ability to lift 50 lbs
- Ability to stand for long periods of time
- Proactive, outgoing, positive and professional personality

Raising Nebraska

Raising Nebraska is a 25,000 square foot interactive experience focusing on Nebraska agriculture today and how the state is positioned for global leadership in feeding the world. Raising Nebraska is designed to let people see agriculture from virtually every angle – from water conservation to soil health, from animal well-being to food safety, from invention to innovation, from economic impact to global hunger. Raising Nebraska is one of the nation's leading literacy experiences.

Located in Grand Island, Nebraska, Raising Nebraska is a collaborative effort with the Institute of Agriculture and Natural Resources (IANR) at the University of Nebraska-Lincoln, the Nebraska Department of Agriculture and the Nebraska State Fair.

If interested, please contact Sarah Polak at Raising Nebraska for more information and application.



Sarah Polak, Experience Coordinator

Raising Nebraska

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