

RACINE COUNTY FAIR

Mailing Address:
P.O. Box 104
Union Grove, WI 53182



Located at:
19805 Durand Ave.
Union Grove, WI 53182

Phone: 262-878-3895 Fax 262-878-1874

Email – fairadm@racinecountyfair.com
www.racinecountyfair.com

Racine County Agricultural Society Summer Office Staff Position

The Racine County Agricultural Society is a non-profit entity dedicated to addressing the needs of and improving the lives of the youth and families of Racine County. The fair works to provide positive experiences for families through the support of various youth programs in Racine County. The fair is committed to providing quality family based opportunities and experiences promoting agriculture, entertainment and technology through education.

Under the supervision and direction of the President and Secretary of the Racine County Agricultural Society the Office Staff(s) will have the following benefits:

- To promote career, and/or personal development
- Provide the opportunity to explore their interests in the field of event coordination
- Provide hands-on educational experiences
- They will also gain skills for working in the non-profit sector

Job Duties

- Work with the Publicity & Public Relations Chairperson in all aspects of public relations and marketing.
- Work with the Sponsorship Chairperson to solicit sponsors and coordinate sponsor events.
- Work with the Technology Chairperson to keep social media sites up to date and accurate
- Assist in the fair administration office with day to day operations such as selling tickets, taking vendor payments, answering phone calls, etc.
- Assist clerk's office with fair entries

Requirements

- Must have completed at least one years of college
- Applicants should have a background or interest in communications / media relations / event coordination
- Be familiar with and competent on various computer applications including MS Word, Excel, and Access
- Have a strong work ethic and be able to work extended and late hours during fair.
- Have good communication skills and enjoy working with people
- Have good organizational skills
- Have good critical thinking skills, having the ability to see a project through from start to finish with limited directions
- Can work independently, does not need continual assistance

The Office Staff will be under the supervision of the President and Secretary of the Racine County Agricultural Society

*Racine County Agricultural Society, Inc.
A Non-Profit Educational Corporation*

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Hours and Rate of Pay

- The Office Staff position is a 40 hour per week position which begins June 8th and terminates August 9th. The work hours will be between 9:00AM and 6:00PM Monday through Friday with evenings and weekends being required the week before and the week of the Fair. The Racine County Fair dates are July 29, 2020- August 2nd, 2020. This will be a paid position at \$13.00 per hour.

To Apply please submit the following by March 15th, 2020:

- A cover letter outlining the candidate's interest in the position
- A typewritten resume
- Completed application

Please note that incomplete applications or any missing items will not be considered for this internship

Applications / resumes will be accepted by fax, e-mail, or US mail as follows:

- Fax (262)878-1874
- E-mail: secretary@racinecountyfair.com (type "office staff" in the subject line of email)
- US Mail
 - o Racine County Fair
Attn: Hiring Coordinator
PO Box 104
Union Grove, WI 53182
- For questions please contact us at (262)878-3895

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