

# 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 – [secretary@racinecountyfair.com](mailto:secretary@racinecountyfair.com)  
[www.racinecountyfair.com](http://www.racinecountyfair.com)

## Racine County Agricultural Society Internship Program

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 intern(s) will have the following benefits:**

- To promote student's academic, career, and/or personal development.
- Provide the opportunity to explore their interests in the field of event coordination.
- Provide hands-on educational experiences.
- The intern 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 two 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 intern 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 internship position is a 40 hour per week position which begins June 7th and terminates August 4th. 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 26- July 30, 2023. This will be a paid position at \$14.00 per hour.
- Students wishing to use this internship for course credit will need to make arrangements for such and provide proper paperwork at the start of the internship.

## To Apply please submit the following by March 31, 2023:

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

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## 2023 Racine County Agricultural Society Internship Application

*Racine County Agricultural Society is an affirmative action / equal employment opportunity employer. Discrimination because of race, color, religion, sex, handicap, sexual orientation or national origin is prohibited.*

*In order to be considered for an internship, you must submit a signed and completed application form along with a cover letter and your resume. Please refer to the Internship Program Information Sheet to determine if additional application items are required. All application items must be submitted as a complete packet by March 31, 2023. Incomplete applications will not be reviewed or considered for an internship.*

### General Information:

Name: \_\_\_\_\_

School Address: \_\_\_\_\_  
\_\_\_\_\_

Permanent Address: \_\_\_\_\_  
\_\_\_\_\_

School Telephone Number: \_\_\_\_\_ Permanent Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Are you legally eligible to work in the U.S.? \_\_\_\_\_

If you are not a U.S. citizen, are there any restrictions on your eligibility for employment? \_\_\_\_\_

Are you requesting that your college grant you credit hours for your internship? \_\_\_\_\_

**Education:**

Type of School	Name and Location	Degree / Date	Major
High School	_____	_____	_____
College	_____	_____	_____
_____	_____	_____	_____

Scholastic Honors: \_\_\_\_\_

\_\_\_\_\_

**Employment History** (*Includes paid, volunteer, and intern positions*)

Most Recent Employer: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor (Name & Title): \_\_\_\_\_

Position Title: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Description of Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Most Recent Employer: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor (Name & Title): \_\_\_\_\_

Position Title: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Description of Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**References:**

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Company / School: \_\_\_\_\_

Relationship: \_\_\_\_\_ Known How Long: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Company / School: \_\_\_\_\_

Relationship: \_\_\_\_\_ Known How Long: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Company / School: \_\_\_\_\_

Relationship: \_\_\_\_\_ Known How Long: \_\_\_\_\_

Community / Professional Organizations, honors, and awards: \_\_\_\_\_

Activities relevant to the internship(s) for which you are applying: \_\_\_\_\_

Why would you like to work as a Racine County Agricultural Society intern? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*I certify that all of the statements in this application are true and complete to the best of my knowledge. I understand that a false or incomplete answer may be grounds for not considering me or for my dismissal.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_