



MARKETING & PR SEASONAL INTERN

The Washington State Fair is seeking an energetic, creative, and responsible employee to join our Marketing & PR team for a seasonal internship. In this position, a successful candidate will be expected to learn a variety of office skills and assist in communications and content management for the Fair's signature events. This position is ideal for an individual with a keen interest in marketing and public relations and interested in gaining valuable hands-on experience. This position is a part-time, seasonal, non-benefited position in the months of March through August.

RESPONSIBILITIES

- Assist with a variety of marketing and public relations promotions and projects for the Washington State Fair, Spring Fair and The Taste NW.
- Assist with administrative work as it relates to the Marketing and Public Relations Departments, including, but not limited to:
 - Support administrative tasks, including Excel spreadsheet analysis, charts, and graphs
 - Edit and provide collateral as needed
 - Contribute data for wrap-up reports
 - Assist with content gathering and copy-writing for the website
 - Other office duties as assigned

QUALIFICATIONS

- High school diploma or equivalent with college level or equivalent coursework completed in Communications, Marketing, Public Relations or General Business preferred
- Strong interest in marketing and public relations
- Experience in detailed record keeping and spreadsheet analysis
- Proficient in MS Office Suite, including advanced Excel and PowerPoint skills
- Excellent communication skills and problem-solving abilities
- Familiarity with social media channels
- Ability to multitask in a fast-paced, deadline-oriented environment
- Professional, energetic and a team player
- Strong writing skills with attention to grammar and spelling
- Ability to follow written and oral instructions
- High integrity, dependability and flexibility

COMPENSATION & BENEFITS

This position is a part-time, seasonal, non-benefited position in the months of March through August. The pay range for this position is \$16.50 - \$18.50 hourly based on an assessment of knowledge, skills and experience of the candidate offered.

HOW TO APPLY

Please email cover letter and resume to whitneyw@thefair.com. Job posting will remain open until the position is filled.