



INTERN POSITION

OFFICE/POSITION

Job Description: A temporary seasonal position for the 2024 Hillsborough County Fair. Position for Oct 14-Nov 15. Hours listed below. It is 40 hours per week, 1099 contracted. Compensation \$600 per week.

Schedule will be flexible and exact hours set closer to fair dates.

Duties include:

- Answer phone and answer questions about upcoming fair
- Manage the reception area of the fair including vendor registration, assist sponsors and VIP guests
- Make copies
- Assist in other reception area jobs and duties as need arises

Intern will report to the Fair Manager.

Applicant requirements:

Minimum Age 18

Customer Service Skills

Ability to multi-task

If interested in position, please send cover letter and resume to:

Suzanne Holcomb, Fair Manager at suzanne@hillsboroughcountyfair.com