

Maryland State Fair and Agricultural Society, Inc. --- Agriculture Education Intern

Position	Internship
Functional Title	Agriculture Education Intern
Category Status	Seasonal Hourly (Mid-May through September)
Company Information:	<p>The Maryland State Fair & Agricultural Society, Inc., is a private, non-profit 501(c) 3 organization that was founded in 1878. Located in Timonium, Maryland since it's inception, the 110 acres campus is home to numerous exhibition buildings, stables and a half mile racetrack and grandstand. The fairgrounds host the annual Maryland State Fair as well as over five hundred rental events each year. The mission of the Maryland State Fair is to support agricultural and educational events, and to promote and preserve Maryland's Agricultural competitions and events that showcase Maryland's premier industry.</p>
Position Summary/Purpose of Position	<p>The Maryland State Fair & Agricultural Society, Inc. is offering a paid agriculture education internship opportunity for this coming summer. Interns will be given the opportunity to gain real world professional experience while building their portfolio and resumes. Confidentiality, excellent organizational skills, and accuracy are important qualifications for this position, as well as positive customer relations and the ability to communicate clearly. The ideal candidate for this position is a skilled multi-tasker, is reliable and is committed to consistently meeting deadlines. Working at State Fair is fast paced, unique and ever evolving. The workload to make the event happen is heavy, but our team is proud of our fun spirited environment in which such great work takes place.</p> <p>This person's responsibilities will include assisting the Director of Agriculture Programs with the following, but not limited to:</p> <ul style="list-style-type: none">• Support the day-to-day operations of the Agriculture Programs Director;• Collaborate with staff and volunteer committee members with planning, programing and implementation of educational programs and exhibits;• Assist Agriculture Program Director with communications, logistics and budgetary duties;• Create and lead programs designed for schools, day camps, libraries, and the fair audience;• Create social media posts and assist with general marketing to increase public awareness and participation;• Interact with The Maryland State Fair audience and provide excellent customer service by promptly and correctly responding to questions and messages posted on social media outlets related to agriculture education;• Create basic image designs as needed using Adobe suite;
Minimum Qualification:	<p>Be a current college student or recent graduate majoring in an agricultural field and/or agricultural education</p> <p>Experience in creating educational exhibits, lessons, or organizing events.</p> <p>Experience:</p> <ul style="list-style-type: none">• Proficiency in Microsoft Office and Excel;• Exceptional attention to detail;• Respectful of deadlines and conscientious about project completion;• Assist with answering phones;• Strong written and oral communication skills;

- Excellent interpersonal and organizational skills and the ability to work effectively with a wide range and diverse group of individuals;
- Be Self-Motivated with the drive to follow through;
- Experience working with high-level individuals such as board members, donors, sponsors, volunteers, or customers;
- Must be able to work independently and in a team environment;

Preferences: Experience with event management and promotions and a basic understanding with a knowledge of agriculture, and fairs and expositions.
Experience with advocacy of the agriculture industry.
Experience in creating educational exhibits, lessons, or organizing events.
Individual who is available the during Aug. 25 – Sept. 11, 2022.

Additional Information: For best consideration, please apply by April 30, 2022
This is a paid internship. Pay will be \$15/hr.
Benefits offered: N/A
Annual Leave: N/A
Vacation: N/A
Sick Leave: N/A
Candidates must be able to provide proof of eligibility to work in the USA. No Visa sponsorship is offered for this position.
Regular Business hours are 8:30 a.m. to 4 p.m. Monday – Friday. Hours may vary during the State Fair.
The internship does not allow for working remotely.

Job Risks Not Applicable to this Position

Physical Demands Work is performed in an office environment and requires the ability to operate standard office equipment and keyboards.
This individual may be required to lift boxes up to 40 pounds and move them to different locations.

Posting Date: April 13, 2022

Closing Date: Open Until Filled

Required Documents: Resume
Cover Letter
List of References

Packets should be sent:
Emailed to: dgordon@marylandstatefair.com