



## POSITION DESCRIPTION

Name of Position: Summer internship

Reports to: Administrative Assistant

Status: Seasonal full time

Compensation: Hourly, rate TBD

General synopsis of duties: This position supports the annual Champlain Valley Fair. Employment commences in early July and concludes within a week following the Fair. During the summer, the position is five days per week, 8:00am-5:00pm. During the Fair, hours are from 8:00am-8:00pm, Aug 26-Sept 4, 2022

### **Examples of Responsibilities:**

#### **Receptionist duties**

- Answer telephone along with other administrative personnel
- Provide evening reception at front desk as needed during Fair
- Use of Microsoft Excel and Word
- Answering customer service related emails
- Close up and secure building as needed

#### **Social Events Coordination**

- Develop invitations for select social events and act as point person for RSVPs
  - Vermont Agriculture Hall of Fame
  - Opening ceremony

#### **Group sales**

- Assist with fulfillment of tickets

#### **Physical Demands**

- Work is normally performed in a climate-controlled office with moderate noise levels consistent with an office.
- Work involves standing and walking for brief periods of time, but most duties are performed from the seated position. During the Fair, there is a significant amount of time standing and walking.

**Other duties as required by supervisor.**