

WISCONSIN STATE FAIR

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Agriculture Department Summer Assistant Job Description

Position Title: Wisconsin State Fair Ag Department Summer Assistant

Department: Agriculture

Position Dates: June 2024 - August 2024

Location: West Allis, WI

Summary: Summer Assistants will be responsible for supporting the Agriculture Department in Fair preparation, helping with livestock shows, and implementing agriculture education initiatives all while gaining unique, hands-on experience in the fair industry. Summer Assistants will work both independently and as part of a team. Must be able to work July 28-30 for final Fair set-up, August 1 -11 for the duration of Wisconsin State Fair, and August 12-14 for tear down.

Job Duties:

- Assist with data entry, exhibitor communication and customer service
- Set up and maintain the Compeer Financial Discovery Barnyard, “Neigh”borhood Corral, livestock barns and Case IH Coliseum
- Develop agriculture education learning activities
- Work with WSF staff to organize and run the WSF Dairy Products competition
- Assist with set up and facilitation of livestock shows and agriculture events during Wisconsin State Fair as needed
- Help with livestock changeovers, including closing barns, directing fairgoers and exhibitors, and directing livestock trailers

Qualifications and Skills:

- Strong written and verbal communication
- Proficiency in Microsoft Suite
- Organization
- Attention to detail
- Professionalism
- Problem solving
- Able to adapt to unexpected circumstances in a fast-paced environment

Additional Information:

- Email cover letter and resume to entryoffice@wistatefair.com
- Initial review of applicants will begin January 5th
- Housing may be available July 28 -August 14th