**Maryland State Fair and Agricultural Society, Inc. --- Public Relation’s Intern**

|  |  |  |
| --- | --- | --- |
| **Position** |  | Internship |
| **Functional Title** |  | Public Relations Intern |
| **Category Status** |  | Seasonal Hourly (Mid-May through September, Labor Day ) |
| **Company Information:** |  | 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 race track 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. |
| **Position Summary/Purpose of Position** |  | The Maryland State Fair & Agricultural Society, Inc. is offering a paid public relations internship opportunity for this coming summer. Interns will be given the opportunity to gain real world professional experience while building their portfolio and resume. Confidentiality, excellent organizational skills and accuracy are important qualifications for this position, as well as good 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.  This person’s responsibilities will include assisting the Director of Publicity, Community Relations & Advance Tickets with the following, but not limited to:   * Create a strategic social media calendar of promotional content, relevant updates and ticket give-a-ways; * Write unique social media content for The Maryland State Fair ‘s online presence including Facebook, Twitter, Instagram, Pinterest, and YouTube; * Monitor social media sites and respond to inquiries and engage with patrons; * Interact with The Maryland State Fair audience and provide excellent customer service by promptly responding to questions concerns post as messages, posts and comments on social media outlets; * Create basic image designs as needed using Adobe suite; * Work with marketing/advertising company and other fair staff to create social media specific designs as needed for contests, special days, activities and more; * Create content for the Newsletters; * Create mini videos for social media use during The Maryland State Fair; * Pitch stories, set up interviews and coordinate live broadcasts when working directly with the media, one-on-one, during the fair; * Research Maryland State Fair, agriculture education, and other topics to respond in a timely manner to media request; * Post live video streams or tweets at events, concerts, and activities during the 12 day Maryland State Fair. |
| **Minimum Qualification:** |  | Be a current college **student or recent graduate** majoring in public relations, communications, or journalism Experience in writing news releases, organizing events, pitching stories and designing and writing newsletters  Experience with desktop publishing or basic design experience (such as Adobe InDesign, Photoshop)  Knowledge of various social media platforms (Facebook, Youtube, Instagram, Twitter)  Experience:   * Proficiency in Microsoft Office and Excel; * Exceptional attention to detail; * Respectful of deadlines and conscientious; * 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, 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, fair’s and expositions. |
| **Additional Information:** |  | For best consideration, please apply by February 28, 2020 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  The internship is for a minimum of 8 weeks or 300 hours but can be extended upon agreement of both parties.  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.  The position will require you to work the last two weekends in August and first weekend of September and Labor Day Monday.  This position may require early mornings and late nights during the 12 Days of The Maryland State Fair. |
| **Posting Date:** |  | February 1, 2020 |
| **Closing Date:** |  | Open Until Filled |
|  |  |  |
| **Required Documents:** |  | Resume Cover Letter List of References  2 Best writing samples (such as press releases, newsletters, blog post, magazine articles, etc.)  5 Samples of social media post you have written for an organization (such as Facebook, Twitter, Instagram, etc.) |

Packets should be sent:  
Emailed to: [bmcdaniel@marylandstatefair.com](mailto:bmcdaniel@marylandstatefair.com)

or

Mailed to:  
The Maryland State Fair  
Attn: Internship  
P.O. Box 188  
Timonium, MD 21093