

# WISCONSIN STATE FAIR

Presented By  uscellular

## Agriculture Department Summer Assistant Job Description

Position Title: Wisconsin State Fair Ag Department Summer Assistant

Department: Agriculture

Position Dates: June 2025 - August 2025

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 27 – 30 for final Fair set-up, July 31 – August 10 for the duration of Wisconsin State Fair, and August 11 – 13 for tear down.

**Pay Rate:** \$17 per hour

### 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 Coliseum
- Develop agriculture education learning activities
- Work with Agriculture Department staff to organize and run the Wisconsin State Fair Dairy Products competition
- Assist with set up and facilitation of livestock shows and agriculture events during Wisconsin State Fair
- 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](mailto:entryoffice@wistatefair.com)
- Initial review of applicants will begin January 14, with qualified applicants being offered an interview January 17 - 22
- Housing on-site will be provided July 27 – August 13