



POSITION OPENING

Vendor Services Intern

POSITION DESCRIPTION

The Wisconsin State Fair is seeking a **Vendor Services Intern** for spring of 2018, starting in mid-January. If you have customer service, special events and/or administrative experience, as well as a passion for the Wisconsin State Fair, you may be the right person to join our team.

The Wisconsin State Fair Vendor Services Department is responsible for programming and contracting over 500 food & beverage, commercial and attraction vendors for the annual Wisconsin State Fair, and is involved in the development of collateral information and vendor-based promotions.

EMPLOYMENT TYPE

This position is an unclassified Limited Term Employment (LTE) position within the State of Wisconsin employment system.

COMPENSATION

Hourly wage commensurate with experience.

WHO CAN APPLY

This position is open to all qualified candidates who meet the outlined criteria.

ESSENTIAL FUNCTIONS

- Assist in administration and database management of 500+ vendor contacts including tracking of agreements, payments and checklists for each individual account
- Manage incoming vendor applications, maintain application database and refer applications to the Commercial Vendor Director or Food & Beverage Director
- Answer vendor and Fairgoer inquiries regarding space availability, customer service concerns, product offerings, and vendor requirements
- Assist in gathering information from vendors including but not limited to: menu requests and pricing, admission and parking orders, and Harvest Fair renewals and requests
- Manage and maintain paper and electronic records to include but not limited to: vendor agreements, vendor insurance, Vendor Services department files, and vendor promotions forms
- Serve as primary source of contact for main Vendor Services phone line, E-mail inbox and mail
- Assist with mass communications to include but not limited to: non-fair parking, application and payment receipts, and promotions
- Assist with planning and execution of April vendor meeting

QUALIFICATIONS:

Candidates must be quick learners, self-starters, pay strict attention to detail, able to take initiative in projects and tasks, and capable of working with little direction at times. The ideal candidate is outgoing, able to multi-task, and work under pressure, all with a great attitude.

Successful candidates will have the following qualifications:

- Sophomore status or above, working toward a degree in Business Administration, Hospitality, Event Management, Communications or a related field
- Proficiency in Microsoft Office, specifically Excel and Word
- Ability to work well in a team environment and function with minimal to moderate supervision
- Ability to withstand an ever-changing, fast-paced environment and remain calm under pressure
- Strong verbal and written communication skills
- Strong customer service skills
- Creative problem-solving abilities
- Desire to learn

SPECIAL NOTES

Prior to appointment to this position, the candidate will be subject to a comprehensive criminal background check.

TO APPLY

Please submit resume and cover letter via email to exhibitorservices@wistatefair.com with the subject line "Vendor Services Intern". Questions can be sent to email address above. Qualified candidates will be contacted for an interview. Applications must be received by **5pm on Wednesday, December 6, 2017**.

COMPANY DESCRIPTION

Wisconsin State Fair Park is a year-round entertainment venue hosting activities, events, meetings and more throughout the four seasons. Home to the Exposition Center, Tommy G. Thompson Youth Center, the Milwaukee Mile Speedway, Products Pavilion and many other facilities, hundreds of events are held at the Fair Park each year. Perhaps the most notable and certainly the signature event, the Wisconsin State Fair, welcomes more than one million Fairgoers over 11 summer days. Visit www.wistatefair.com for more information.

Wisconsin State Fair Park's central location within the largest metro area in Wisconsin makes it a desirable place to work, live and play. As a world-class city, Milwaukee and the Greater Milwaukee Area are full of opportunities galore for living, working and playing. Visit www.discovermilwaukee.com for more information.

Wisconsin State Fair Park is an equal opportunity employer seeking a diverse and talented workforce. While performing the duties of this specific job, the employee is regularly required to sit; stand; walk; climb; use ladders; reach with hands and arms; and talk or hear. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision, depth perception, and ability to adjust focus.

All Limited Term and Seasonal Employment Positions, including those for the annual Wisconsin State Fair, require Wisconsin Residency, as defined in § 6.10(1), at the time of application and throughout employment with Wisconsin State Fair Park.