



## **Paid Fair Internship Position – Non-California**

The Western Fairs Association (WFA) is seeking applications to our 2008 Out-of-State Fair Internship Program. One post-secondary student or recent graduate in a WFA member state, excluding California, will be chosen to work on a project at their local fair. This is an exciting chance to work in the fun, dynamic event industry and to gain experience in project management. As well as working for a fair, the intern will participate in a fair industry orientation at our offices and attend the Annual WFA Convention and Trade Show in Reno, Nevada.

### **ABOUT THE PROGRAM**

Projects are chosen based on how well they can be adapted to other fairs – regionally or as an industry – to address an issue, create an opportunity, gather information, and so on. Examples projects might include creating a toolkit or templates, producing an activity, improving relationships with the community, or similar.

The length of the project (3 to 5 months) and the amount of the intern's compensation will be determined by the host fair. The fair will be allotted up to \$4,500 for the project, out of which all project expenses and intern compensation will be paid. This allotment will be provided to the host fair by WFA.

In addition, the intern submits a 1,000-word summary of their project (to be published in WFA's magazine, *Fair Dealer*) and a final report at their end of the internship. They will then present their project at the WFA Convention in Reno in January 2009. Travel and participation expenses will be covered by WFA.

### **BENEFITS OF THIS PROGRAM**

The intern will gain:

- Experience managing a project in an event environment.
- Experience presenting a project to an audience of fair industry professionals at the annual WFA Convention.
- A Letter of Reference from WFA's Executive Director (upon completion of the project and submission of the final report).
- Compensation as determined by the host fair.

### **YOUR QUALIFICATIONS**

- Must currently be enrolled at or have graduated after June 2007 from an accredited college or university in a WFA member state (Alaska, Arizona, Idaho, Indiana, Minnesota, Nevada, New Mexico, Oregon, Utah, or Washington), excluding California.
- Must have secured a host fair prior to applying (only non-California fairs that are members of WFA may host an intern under this program).
- Must have developed a project idea and had it approved by the host fair prior to applying.
- Project idea must be shown to be of interest/use to other fairs.

## **PRIOR TO APPLYING**

Before applying, applicants must develop an idea for a project and secure a host fair interested in overseeing this project. The fair must be a member of WFA outside of California. "Fairs" are county or district agricultural associations that host an annual agricultural fair. The length of the project should be determined in conversation with the host fair and be included in the application.

## **TO APPLY**

Please include the following in your application:

- A proposal that indicates:
  - The school you are from and your area of study
  - Why you are interested in applying to this internship
  - Your career goals
  - Your project idea and the name of your host fair
  - How your project will help the host fair
  - How your project idea may be of interest/use to other fairs
  - Estimated time frame of the project
- A letter of support from your host fair
- A letter of support from a current or former professor at your college or university
- A detailed resume listing past work/volunteer experience

**The application must be received in full later than 4:30 PM on  
May 1, 2008**

**Mail:** Western Fairs Association  
Attn: Internship – Carrie Wright  
1776 Tribute Road, Suite 210  
Sacramento, CA 95815-4495

**Email:** [carriew@fairsnet.org](mailto:carriew@fairsnet.org)

Please write "Internship" in the subject line. The cover letter can be in the body of the email. The resume and letters of support should be in separate documents in MS Word or Adobe PDF formats.

**Fax:** (916) 927-6397  
Attention: Internship – Carrie Wright

## **QUESTIONS**

- Contact Carrie Wright at [carriew@fairsnet.org](mailto:carriew@fairsnet.org) or (916) 927-3100 if you need further details about the program.
- Visit [www.WesternFairs.org](http://www.WesternFairs.org) for more info about WFA.