

TBC State Fair Internship Position (One Week)

Position Description

Texas Beef Council, the marketing arm of the beef industry in Texas, is seeking State Fair of Texas marketing interns for the fall semester. Successful candidate will have:

- Excellent communication skills
- An interest in agriculture communication and/or advertising and marketing
- Ability to multitask effectively
- Willingness to travel to Austin and Dallas to help run the Texas Beef Council booth at the State Fair of Texas
- Ability to work with minimal supervision
- Ability to assess situations and problem solve as needed

Physical requirements include ability to:

- Stand for long periods of time
- Lift up to 40 pounds
- Speak for long periods of time
- Travel independently

The primary function of the intern will be to assist the TBC on-site Event Coordinator in:

- Running promotional activities and sampling
- Addressing questions and concerns from consumers and cattle producers
- Keeping area clean, safe and presentable

Duties will include attending scheduled training sessions prior to the State Fair and producing expense reports and timesheets.

State Fair Internship Schedule:

Orientation Webinar-TBD

Week 1 Interns: Sept 26-Oct. 4, 2009 9:00am-7:00pm

Week 2 Interns: Oct. 3-11, 2009 9:00am-7:00pm

Week 3 Interns: October 10-18 9:00am-7:00pm

Internship compensation includes \$7 an hour for work done at the event site plus hotel and meal reimbursement up to \$20 a day. This internship arrangement would not be an employment arrangement between the intern and TBC. The contract intern would be an independent contractor providing services as needed by TBC. As such, the intern would be responsible for paying all income and employment taxes which may be owed in connection with this arrangement.

Qualified candidates must submit resume and completed questionnaire by August 21, 2009.

TBC State Fair Intern Questionnaire

Name _____

Address _____

Phone Number _____

Email _____

Expected graduation Date _____

Major/Minor _____

Which week(s) are you available?(circle) **Week 1** **Week 2** **Week 3**

Please provide answers to following:

Why do you think you are a good candidate for this position?

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What qualities do you possess that would make you a good fit for this internship?

What do you expect to learn from this internship?

What are your future plans?

Please send resume and questionnaire to:

Texas Beef Council
Attn: Jennifer Matison
8708 RR 620 N
Austin, TX 78726
Phone: 512-335-8663 X410
Email: jmatison@txbeef.org