



### **State Fair Group Event Management Intern**

State Fair Group operates major events in the tri-state area, including State Fair Meadowlands, Empire State Fair, Skylands Stadium's Christmas Light Show and Village, Skylands Stadium's Frozen in Ice, and Food Truck and Craft Beer Festivals at Yogi Berra Stadium and Skylands Stadium.

#### **Responsibilities:**

- Assist in the coordination of all aspects of event planning and execution
- Provide excellent communication skills with event staff, vendors, clients, sponsors, and attendees
- Assist in the cultivation of relationships with potential sponsors
- Assist in securing vendors, performers, and sponsors for each event and ensure all event details are properly executed
- Provide on-site assistance in event coordination by working with our staff, vendors, performers, and sponsors
- Assist in the development of event timelines and promotional schedules
- Assist in post-event reviews and summaries
- Other duties as necessary to contribute to the overall success of the clients served

#### **Qualifications:**

- Currently pursuing a degree in event management or related field
- Excellent verbal and written communication skills
- Positive, outgoing attitude and a willingness to learn
- Schedule availability to assist at events, as needed

#### **Compensation:**

This position is not compensated, but is an opportunity to earn college credits.

#### **Place of Work:**

The primary place of work is in Belleville, NJ, but will also be asked to work at each event location.

#### **Company Overview:**

State Fair Group is a diversified family-owned and operated company comprised of sports, entertainment, and retail. Our Event Division includes ownership of two professional baseball teams, the New Jersey Jackals and the Sussex County Miners. We also produce annual events at Skylands Stadium in Augusta, NJ; State Fair Meadowlands in East Rutherford and Empire State Fair in Uniondale, NY.

State Fair Group is there to create fun for everyone. Top-down management style and participative decision-making allow us to meet and to exceed customer expectations in every aspect. We strive to provide affordable family entertainment to all by delivering the highest quality products and services for the best value. Team members at State Fair Group share this vision as well as a creative and energetic approach to work.