



# Minnesota Holstein Association

## ***Minnesota Holstein Association Show Intern***

### **Job Description**

**Job Title:** MHA Show Intern

**Type:** Short-Term

**Salary or Hourly:** Hourly

**Reports to:** MHA Business and Marketing Managers

### **Major Function:**

To assist the Minnesota Holstein Association Business and Marketing Managers with the Minnesota State Holstein Show in Litchfield, MN from June 11<sup>th</sup> to 15<sup>th</sup>, 2019 and at the Midwest Fall National Holstein Show at the Minnesota State Fair on August 28<sup>th</sup>, 2019.

### **Major Duties & Responsibilities:**

- Minnesota State Holstein Show:
  - Assist MHA staff with check-in procedures including verifying ids, handing out backtags, and utilizing FairEntry to check in animals and update programs for show staff.
  - Assist Business Manager with keeping track of entry fees and membership dues that are owed after additions or substitutions of entries
  - Assist Marketing Manager with entering results into FairEntry and posting live results on Facebook during the Red and White, Junior and Open Show.
  - Various other tasks as needed to assist MHA staff.
- Midwest Fall National Show
  - Assist with recording results and handing out awards at Midwest Fall National Holstein Show.

### **Preferred Knowledge & Skills:**

- Interest in Holsteins and experience with dairy or other livestock shows
- Excellent communication skills, organization and time-management skills
- Proficient with Facebook and creating Facebook posts
- Strong computer skills including experience with Microsoft Excel
- Experience with FairEntry or the skills needed to efficiently learn how to use FairEntry which is a web-based show registration program.

### **Dates and Hours of Appointment:**

- Tuesday June 11th: 5:30 p.m. to 8:30 p.m.
- Wednesday June 12th: 8:00 a.m. to 4:00 p.m.
- Thursday June 13th: 7:30 a.m. to 3:30 p.m.
- Friday June 14th: 8:00 a.m. to 4:00 p.m.
- Saturday June 15th: 7:00 a.m. to 3:00 p.m.
- August 28<sup>th</sup>: 8:00 a.m. to 4:00 p.m.

*\*These times are tentative and may be adjusted and negotiated between the intern and supervisors.*

**Interested applicants should complete the application and email it to [Minnesotaholstein@gmail.com](mailto:Minnesotaholstein@gmail.com).**



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## ***Minnesota Holstein Association Show Intern Application:***

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Age: \_\_\_\_\_

1. Why are you interested in the Minnesota Holstein Association Show Intern position?
  
  
  
  
  
  
  
  
  
  
2. What skills do you have that you think would be valuable to this position?
  
  
  
  
  
  
  
  
  
  
3. Have you ever clerked a dairy or other livestock show before? If yes, please describe your past experiences.
  
  
  
  
  
  
  
  
  
  
4. Are you familiar with FairEntry? (This is the same program used by Minnesota 4-H for entries)

