



BEEF BOOTH INTERN

Qualifications:

This is a part-time/temporary position focused on coordinating and leading SDCA's beef booth activities at DakotaFest and the SD State Fair. The ideal candidate will be pursuing a degree in agriculture. Strong organizational and people skills are required, as well as the ability to multi-task while performing successfully as a member of a results-oriented team.

Duties & Responsibilities:

This internship will be from approximately July 10, 2017 – September 11, 2017. Estimate 5-6 hours per week, with additional hours during the beef booth events (~40 hours for DakotaFest and ~80 hours for the SD State Fair). Attendance is required at DakotaFest in Mitchell, SD August 14-17 and the SD State Fair in Huron, SD August 30 – September 4 (hotel room will be provided throughout both events).

Pre-Event duties include:

- Development and distribution of beef meal ticket marketing materials, to include regular reminders to potential meal ticket customers.
- Coordinate meal ticket sales on-site during each event.
- Coordinate volunteers in advance of each event to help staff beef booths.
- Prepare and place food orders with various foodservice and other providers.
- Take inventory of supplies and purchase items as needed.

Event duties include:

- Assist with beef booth cleaning, stocking and organizing before event kickoff.
- Coordinate and supervise volunteers and food deliveries throughout each event.
- Provide a helping hand on-site where needed.
- Throughout each event, assist beef booth chairmen with coordinating daily cash deposits, sales tax payments and other bookkeeping responsibilities as necessary.
- Other duties as assigned.

Post-Event duties include:

- Following each event, with assistance from SDCA Office Manager, count meal tickets redeemed and prepare invoicing instructions as necessary for SDCA bookkeeper.
- Update notes regarding what worked and what could be improved upon for 2018 beef booths.

Expectations:

- Spend 1-2 days in the SDCA office in Pierre sometime in July to go over expectations and responsibilities and gather office items that will be needed for the beef booths.
- Apprise SDCA Executive Director via e-mail of planned activities for each week;
- Participate in regular teleconferences with SDCA staff and beef booth chairmen for the purpose of providing mutual updates on activities;
- Respond in a timely manner (within one business day if possible) to internship-related e-mails and phone calls;
- Provide time sheet/weekly activity report to SDCA Executive Director at the end of each week.

Compensation:

- \$1500 stipend plus all necessary travel expenses.

To Apply:

- Email cover letter and resume to Jodie Anderson – executive@sd cattlemen.org.