



## **Livestock Department Internship**

### ***Responsibilities:***

- Assist with the planning and execution of the Brazos Valley Fair & Rodeo with primary responsibilities in the livestock department
- Assist multiple departments with preparations for the fair
- Assist with preparations for the livestock show including signage and promotion
- Organize and maintain daily awards
- Insure proper fulfillment of partner/sponsor agreements in conjunction with the marketing/sponsorship Department
- Assemble credential packets for livestock exhibitors.
- Assist Livestock Committee with operational tasks
- Ensure barn and arena is clean and prepared appropriately for respective shows

### ***Other Duties:***

- Act as point of contact for Contestants and Public by phone, walk-ins, and e-mail
- Act as Staff Representative with Volunteers and General Public
- Other duties as assigned

### ***Qualifications:***

To successfully complete this job, the following skills are necessary:

- Ability to work independently, make independent judgments, and solve problems
- Provide own transportation
- Excellent Computer skills with knowledge of all Microsoft Office Applications
- Multi-tasking
- Excellent Communication and Public Relations skills, both written and verbal
- Knowledge of agriculture or past livestock background is a plus

### ***Reports To:***

Assistant Manager & Livestock Committee

### ***Education and/or Experience:***

Currently enrolled as a College or University Sophomore, Junior, or Senior.

### ***Time Commitment:***

August 1, 2025 - October 25, 2025

Flexible scheduling

### **Submit Resume and Cover Letter to:**

[info@brazosvalleyfair.com](mailto:info@brazosvalleyfair.com)