



Competitive Events Office Intern

Responsibilities:

- Daily office duties
- Assist in all aspects of the Livestock Show
- Assemble Livestock Show packets
- Organize and distribute awards for all Livestock and Competitive Events
- Verify and enter results from the Livestock Show
- Assist staff in coordinating short-term interns
- Show entry management

Other Duties:

- Act as the contact for exhibitors and the public by phone and walk-in
- Marketing and communication (ie; photos, videos, social media management, etc.)
- Other duties as assigned

Qualifications:

- Excellent oral and written communication skills
- Ability to work both independently and as a team player
- Must be self-motivated and quick learner
- Strong problem-solving skills
- Livestock knowledge is encouraged
- Customer service skills

Reports To:

- Senior Division Manager, Agricultural and Competitive Events
- Coordinator, Agricultural and Competitive Events

Education and/or Experience:

- Currently enrolled at a college or university

Compensation:

- Hourly

Time Commitment:

- August 21 - October 20
- Fair dates: September 25 -October 13
- Prior to the fair, hours will be 8:00 AM to 5:00 PM, Monday through Friday
- Hourly commitment will increase when the fair begins
- Flexible scheduling

Application Deadline: Friday, August 2nd

Interested? Send resume and cover letter to livestock@hotfair.com