



General Fair Internship

Responsibilities:

- Assist with the planning and execution of the Brazos Valley Fair & Rodeo with primary responsibilities
- Assist multiple departments with preparations for the Fair
- Assist with preparations of the fair including signage and promotion
- Insure proper fulfillment of partner/sponsor agreements in conjunction with the marketing/sponsorship department
- Assist with general day to day planning and timelines for event
- Assist with volunteers and volunteer meetings
- Assist BVFR/Expo staff with operational tasks

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 fair background is a plus

Reports To:

Assistant Manager

Education and/or Experience:

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

Time Commitment:

Summer Internship:

July-August 2024

Fall Internship:

August-October 2024

Flexible scheduling

Submit Resume and Cover Letter to:

Avery Fisher

Avery@brazosvalleyfair.com