



Brazos Valley Fair & Rodeo

General Fair Internship

Dates: Event Planning Internship:
August 2022– November 2022 (flexible dates)
*Dates may be modified to fit intern schedule

Salary: Unpaid/ Can use this internship for class credit with approval of advisor.

Hours per week: 10-20 hours per week

Work Schedule: Flexible

Number of Openings: 1

Job Description: Assist with the overall preparation, planning and execution of the Brazos Valley Fair & Rodeo. Actual Fair dates – October 15-16 & 21-23, 2022.
Responsibilities include, but not limited to the following:
Assist Fair staff with all aspects of fair planning
Assist Fair staff in various meetings as needed
Assist with volunteers and volunteer meetings
Assist with general day to day planning and timelines for event

Qualifications: Excellent PC Skills with knowledge of Microsoft Office, especially Word and Excel.
Knowledge of adobe programs a plus
Knowledge of agriculture or past history a plus
Ability to work independently, and in a group setting.
Must be a team player with a high level of professionalism
Self-motivated with a positive attitude

Majors: All majors will be considered.

Please submit resume with a cover letter, reasons for applying, qualifications, and references to:

Brazos Valley Fair & Rodeo
Attn: Fiona Tizard-Meyer (Lockhart)
P.O. Box 594
Bryan, TX 77806-0594
or email to fiona@brazosvalleyfair.com