



Position: BHSS Event Internships – Multiple Positions available
Location: Rapid City, South Dakota
Event Dates: January 29-February 9, 2025

Program Purpose: To provide an outstanding opportunity to gain training and work experience in the livestock and marketing industries as well as event-based business through the Black Hills Stock Show and Rodeo ®

Eligibility:

- Applicants must have at least a 3.0 GPA or B average.
- Applications should be an undergraduate college student at a sophomore, junior or senior level at the time of application submission.
- Applicants should be US residents.
- An agricultural degree program and background is preferred but not required for livestock related positions.
- Applicants must be comfortable around livestock, including but not limited to cattle, horses, sheep, swine, and goats.
- Applicants should possess excellent communication skills and a strong work ethic. Self-motivation and the ability to work on a task with minimal supervision is ideal. A positive attitude and organization are beneficial.

The Internship: The internship program will provide up to eight qualified college students with the opportunity to assist in all aspects of event planning and execution for the Black Hills Stock Show & Rodeo ®.

Compensation:

- BHSS will provide all interns with lodging, two meals per day, and tickets to BHSS events.
- BHSS will comply with school requirements, written evaluations and other documentation related to the internship. It is the intern's responsibility to initiate and coordinate college credits for this internship with his/her college.

To Apply Submit the Following:

- Application : <https://www.centralstatesfair.com/f/199>
- Transcript: can be unofficial
- Resume: including three professional references
- Cover Letter
- Personal biography: should introduce the applicant (where are you from, what college you are attending, major, prospective career plan, why you want to intern with BHSS, etc.) Please limit to 250 words or less.
- Headshot or other appropriate picture to use for announcements on social media.

Deadline to Apply: November 1, 2024, at 11:59pm MT



General Internship Requirements:

- Exceptional organizational skills
- Excellent work ethic
- Initiative
- Creative problem solving
- Strong communications skills and ability to work well with staff, as well as with a dedicated group of volunteers.
- Handle yourself professionally at all times during the BHSS.

Livestock Show & Sale Internship- Up to 6 available

- Assist with overall management of commercial and youth livestock shows, sales and events.
- Assist with show check-in of livestock animals and exhibitors.
- Facilitate sale preparation and execution alongside BHSS staff and Livestock Committee.
- Assist with daily preparation of materials (i.e., show books, awards, sale info, etc.)
- Double-check results and enter those where needed.
- Provide general information and customer service to exhibitors, breed representatives and public.
- Assist with show duties (announcing, clerking, ring steward, gate person, registration, weigh-ins, etc.)
- Communicated and promote BHSS via social media, assisting media outlets and other industry partners.
- Other tasks as assigned to ensure BHSS events are executed in an appropriate manner. These tasks may or may not be directly livestock related.

Marketing Internship- 1 available

- Attend BHSS events where assigned.
- Compile and post results of all BHSS events on BHSS website and social media
- Support marketing staff in creating collateral pieces.
- Write press releases detailing event results.
- Assist with special events including planning and execution of the event.
- Conduct interviews to be used in marketing materials.
- Capture photos in Cinch Trade Show, event candid's and other photography as needed.
- Provide general information and customer service to BHSS attendees.
- Other tasks as assigned to ensure BHSS events are executed in an appropriate manner. These tasks may or may not be directly marketing related.



Event operations/finance Internship- 1 available

- Attend BHSS events where assigned.
- Assist Reception Desk - greeting visitors, answering phones, and answering questions.
- Assisting with ticketing for BHSS events.
- Various office tasks including mail distribution, photocopying, printing items and office runner.
- Complete accounting administrative work (invoicing, payments, purchase orders, etc.).
- Complete data entry as needed.
- Other tasks as assigned to ensure BHSS events are executed in an appropriate manner. These tasks may or may not be event operations or finance related.

Deadline to Apply: November 1, 2024, at 11:59pm MT.

Please submit through the online application, linked on page one.

Questions? Please contact Paige Vander Werff at paige@blackhillsstockshow.com or (605) 939-8325