



*Red River Valley Fair
Association*

Exciting Internship Opportunity: Vendor & Events Intern

Are you looking for a **hands-on internship** that keeps you on your toes with **exciting, dynamic work** every day? If you thrive in a fast-paced environment and love bringing events to life, we want you on our team!

As a **Vendor & Events Intern**, you'll work closely with our **Marketing & Partnerships Director and Events Director**, gaining real-world experience in **vendor coordination, event management, marketing, and website management**. Your efforts will help us create unforgettable experiences at the **Red River Valley Fair and Renaissance Faire!**

What You'll Do

Vendor Coordination:

- Work directly with **food vendors, commercial vendors, facility rentals, and Renaissance Faire vendors** to ensure smooth event operations.
- Serve as the **main point of contact**, assisting vendors before and during events with any questions or concerns.
- Help with **vendor setup and teardown** (including some hands-on manual work).
- Take charge of the **SipND program**, managing logistics and ensuring a top-notch experience for attendees.
- Coordinate with vendors and the marketing team to promote the **SipND program** effectively.

Ticketing & Guest Support:

- Assist with **ticketing inquiries**, helping patrons with purchases and troubleshooting any issues.
- Help create and update **ticket options** on our online platform.
- Provide **on-site ticketing support** during live events.

Event Support:

- Play a key role in the **Renaissance Faire in August**, assisting with setup, execution, and breakdown.
- Support a variety of events, helping with **signage, logistics, documentation, and hands-on execution**.

Marketing & Promotions:



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- Work with the marketing team on **promotional materials**, including designing and printing event signage.
- Assist in managing **social media promotions** and updating event details online.

Sponsorship & Partnerships:

- Help develop and execute **sponsorship agreements**, collaborating with businesses to enhance event visibility.
- Assist with sponsorship-related deliverables and activations.

Website & Digital Management:

- Keep our website up-to-date by ensuring **accurate vendor information, applications, and event details**.

What We're Looking For:

Strong Organizational Skills – You can juggle multiple tasks and keep things running smoothly.

Great Communication – You'll interact with vendors, sponsors, and attendees, so clear and professional communication is key.

Hands-On Mentality – This role requires **some manual labor**, so you should be ready to pitch in when needed.

Social Media & Marketing Know-How – Experience with content creation and social media platforms is a big plus.

Flexible Schedule – Event work doesn't fit into a traditional 9-to-5 schedule. You'll need to be available for **early mornings, late nights, and weekends**.

Team Player – You'll be part of a fun, collaborative team working together to bring events to life!

Why You'll Love It Here:

Exciting & Dynamic Work – Every day brings something new and fun!

Flexible Scheduling – We'll work around your school schedule during the semester. Full-time hours are expected during the summer, with possible part-time hours into the fall.

Unforgettable Experiences – Be at the heart of **the Red River Valley Fair and Renaissance Faire**, working in a lively, high-energy environment.

Competitive Pay – Get paid while gaining invaluable experience in **event coordination, marketing, and vendor management**.



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Ready to Apply?

If this sounds like the perfect opportunity for you, **apply now** at redrivervalleyfair.com/employment or send your resume to COO@redrivervalleyfair.com.

Join us and help create amazing events! The **Red River Valley Fair Association** is proud to be an **Equal Opportunity and Affirmative Action Employer**. All employment decisions are based on **qualifications, merit, and business needs**.