

SHOW PRODUCTION INTERNSHIP

JOB REQUIREMENTS: Applicants should display enthusiasm for member communications, interest in event management and a strong eye for detail. Applicants should have strong time management skills, possess the ability to work in a fast-paced environment and be adaptable. Applicants should possess advanced public speaking, conflict resolution and messaging skills. Applicants should be proficient in the Microsoft Office Suite. Experience in event management and knowledge of the equine industry is a plus.

DUTIES AND RESPONSIBILITIES:

- Assist in staging awards prior to their respective ceremonies.
- Assist the show office with exhibitor check-in.
- Assist with entering scores, running the clocks and drawing finals.
- Assist marketing team in creating and proofing awards and sponsor scripts.
- Identify and resolve potential production obstacles.
- Understand and adhere to production timelines and brand guidelines.
- Applicants must have a strong work ethic and a positive attitude.
- Various additional duties as assigned.

