



National Western Complex Equine Event Internship Program

The National Western Complex, in partnership with third party managed equine events (complex shows) hosted at the National Western Complex, has created an experiential, hands-on learning opportunity for students to gain a broader understanding of the various aspects of our equine industry while earning school credit.

1. Apply

- a.** Interested students should send an updated resume and cover letter to the NWSS Horse Show Department at horse@nationalwestern.com no later than **February 23, 2020**. Junior and senior level students are preferred. More than one student may be selected for this opportunity.

2. Description

- a.** This internship is meant to be mutually beneficial for the intern and complex shows. It will provide students an opportunity to learn about different aspects of the equine industry through hands-on experience with various shows and events hosted at the National Western Complex. The intern will be expected to work with the show promoters and managers of several events during the year to understand the positions and personnel required to produce successful shows and events.
- b.** This intern should be focused, driven and organized with a desire to learn and take initiative. They should possess excellent written and verbal communication skills and be ready to be flexible, try new things and make new connections.
- c.** This internship will require a minimum of 45 hours spread between several events (minimum of three different events). The intern will need to commit at least two working days to each assigned event. Scheduled days may exceed 8+ working hours.
- d.** The National Western Horse Show Manager will act as the off-campus supervisor and will coordinate between the show promoters and the intern.

3. Potential Equine Events

- a.** The National Western Complex hosts many equine events and shows throughout the year of various disciplines and sizes. The intern will be encouraged to be available for some move in and move out days as well as show days to gain a broader experience. The intern does not need to be available for every day of each show. Specific events and scheduling will be determined once an intern is selected but a minimum number of hours and events will be required.

4. Show Promoter Responsibilities

- a.** Commit to mentoring the intern and exposing them to a broad range of tasks and responsibilities during your show or event

- b.** Understand the objective of this internship is to give the intern hands-on experience within various shows and events to learn more about equine event management and our industry as a whole
 - c.** Provide opportunities for the intern to experience different areas of your event with various staff
 - i.** The intern will provide interests prior to your event for planning purposes
 - ii.** These areas and staff could include but not be limited to: management, secretary/office, judge/scribe, paddock/gate, barn/stall manager, announcer, photographer and/or trail/jump course designer/setter
 - d.** Provide guidelines for what tasks the intern can be involved in or learn to complete themselves
 - e.** Provide a list of things you hope the intern gains from an internship with your show or event
 - f.** Respect intern interests and abilities
 - g.** Encourage professionalism by assisting student developing communication, interpersonal, decision-making and leadership skills
 - h.** Facilitate a positive learning environment that encourages questions, problem-solving and inspiration
 - i.** Be conscious of working day length. It is understood scheduled days could exceed 8+ working hours but should be no more than 10-12 hours.
 - j.** Provide lunch, water and snacks during scheduled days.
- 5. Intern Responsibilities**
- a.** Commit to working with several equine shows and events during the season with hands-on tasks in a variety of areas that will provide a boarder knowledge of the equine industry
 - b.** Exude professionalism and courtesy while possessing a desire to learn by being positive, asking questions, taking initiative and accepting feedback
 - c.** Complete an interest survey to help show promoter coordinate a beneficial experience
 - d.** Complete a report/survey after each event and entire internship to help improve the experience and program
- 6.** Questions regarding receiving school credit should be directed toward your school's internship coordinator.
- 7.** Please contact your school internship coordinator or the National Western Horse Show Manager with questions: 303-299-5525 or horse@nationalwestern.com