



National Western Stock Show & Complex Equine Event Internship Program

The National Western Stock Show (NWSS), in partnership with 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, particularly event planning, while earning school credit. Interns completing this Equine Event Internship will be given priority for the National Western Stock Show fall/winter internship.

1. Apply

- a.** Interested students should send an updated resume and cover letter stating their interest and qualifications to the NWSS Horse Show Department at horse@nationalwestern.com no later than **April 15, 2024**. More than one student may be selected for this opportunity.

2. Timeline

- a.** The internship timeline can be flexible based on the intern's availability and interest in various Complex Shows. The target date to complete hours is between June-August with flexibility. Hours and schedules will be arranged based on availability and events intern may want to be involved with.

3. Logistics

- a.** This internship will require a minimum of 45 hours spread among preparing for the NWSS Horse Show and assisting with Complex Events.
- b.** The National Western Horse Show Manager will act as the off-campus supervisor and will coordinate with the show promoters and the intern.

4. Description

- a.** This internship will provide students an opportunity to be immersed in event planning through various tasks preparing for the annual NWSS Horse Show. They will further learn about different aspects of the equine industry through hands-on experience preparing for various third-party managed shows and events hosted at the National Western Complex (Complex Events). The intern may have a chance to work directly with the show promoters and managers of Complex 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.

5. Intern Responsibilities

- a.** Be prepared to tackle multiple different projects assisting both the NWSS Horse Show Department and the Complex Event team. Various tasks include, but are not limited to:
 - i.** Creating social media content
 - ii.** Preparing documents, applications and entries
 - iii.** Reviewing and editing material
 - iv.** Writing interest stories
 - v.** Organizing inventory
 - vi.** Communicating with show promoters
 - vii.** Preparing setup checklists
 - viii.** Hosting walk throughs
 - ix.** Working with and shadowing show promoters and staff during Complex Events
 - b.** Exude professionalism and courtesy while possessing a desire to learn by being positive, asking questions, taking initiative and accepting feedback.
 - c.** Complete a report/survey after each event and/or entire internship to help improve the experience and program.
- 6.** This internship is unpaid. 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