



Brazos Valley Fair & Rodeo

General Fair Internship

Dates: Event Planning Internship:

June 2018 – November 2018 (flexible dates)

*Dates may be modified to fit intern schedule

Salary: Unpaid/ Can use this internship for class credit with approval of advisor.

Hours per week: 10-20 hours per week

Work Schedule: Flexible

Number of Openings: 1

Job Description: Assist with the overall preparation, planning and execution of the Brazos Valley Fair & Rodeo. Actual Fair dates – October 19-21, 2018.

Responsibilities include, but not limited to the following:

Assist Fair staff with all aspects of fair planning

Assist Fair staff in various meetings as needed

Assist with volunteers and volunteer meetings

Assist with general day to day planning and timelines for event

Qualifications: Excellent PC Skills with knowledge of Microsoft Office, especially Word and Excel.

Knowledge of adobe programs a plus

Knowledge of agriculture or past history a plus

Ability to work independently, and in a group setting.

Must be a team player with a high level of professionalism

Self-motivated with a positive attitude

Majors: All majors will be considered.

Please submit resume with a cover letter, reasons for applying, qualifications, and references to:

Brazos Valley Fair & Rodeo

Attn: Fiona Tizard-Meyer (Lockhart)

P.O. Box 594

Bryan, TX 77806-0594

or email to flockhart@brazosvalleyfair.com