



# Red Bluff Round-Up 2019 Internships Currently Accepting Applications

**INTERNSHIP REQUIREMENTS:** Interns are critical members of Team Red Bluff Round-Up. Interns are responsible for their own transportation, room and board. Interns may work long hours in varying conditions. Some job duties and projects will have physical demands. Interns will work outside on Fairgrounds during set-up, event, and teardown.

## MARKETING & OPERATIONS INTERNSHIP

**POSTING #:** 01

**START DATE:** January 7, 2019

**END DATE:** April 22, 2019

**STIPEND:** TBD

**POSITIONS:** 1

**JOB REQUIREMENTS:** Applicants should be organized and able to multi-task effortlessly. Applicants should have an interest in learning about event planning, event logistics and event scheduling. Applicants must have a strong work ethic and a positive attitude.

## DUTIES AND RESPONSIBILITIES

- Assist in updating [redbluffroundup.com](http://redbluffroundup.com) with fresh and engaging content.
- Assist with social media campaign prior to and during the event
- Draft daily news releases during the event
- Contact, host and escort media during event
- Assist with coordination with other committees.
- Help coordinate operations with general manager
- Assist with all administrative operation duties
- Assist with service vendor contracts
- Assist with coordination of 350 volunteers
- Assist with ticketing coordinator