



Kentucky State Fair: Horse Show Office Internship

Job Type: INTERNSHIP
Salary: \$16.00 to \$22.00 – commensurate with experience
Department: Expositions
Work Location: Kentucky Exposition Center, 937 Phillips Lane, Louisville. KY 40209
Timeframe: June 16, 2025 through August 24, 2025

Why should you apply?

Are you looking to advance and grow in the field of tourism, event or agriculture industries? Do you want to be a core part of the production of major area events? Are you a team player who is excited, curious and resourceful? Kentucky Venues is committed to producing shows of public importance and supporting local, regional and international clients in executing successful events. As a Kentucky Venues intern, you will join a small yet mighty team offering a real-world experience that will be invaluable to your future employment. If this is what you're looking for, then Kentucky Venues is looking for you!

Organizational Summary:

Kentucky Venues operates the Kentucky International Convention Center (KICC) and the Kentucky Exposition Center (KEC) to serve regional, national, and international clients while promoting the progress of the Commonwealth and advancing Kentucky's agriculture and tourism industries and economy. We produce six signature events that bring those from around the world to Kentucky. These events promote the pride and progress of the agricultural industry and affirm our agency's commitment to improving rural and urban understanding. Kentucky Venues is governed by the Kentucky State Fair Board.

Employee Benefits:

Depending upon weekly hours commitment eligible interns may be able to earn sick leave and comp time as well as receive paid holidays. All employees receive free parking at both facilities and employee discounts on some shows, electronics, travel and lodgings and access to an Employee Assistance Program (EAP).

Position Summary:

The Kentucky State Fair Horse Show Office Internship will provide hands-on experience that is integral to the development, planning, and implementation of the World's Championship Horse Show. This internship will include mentorship opportunities from industry professionals who play key roles in making the World's Championship Horse Show (WCHS) a success.

Essential Functions (must be able to execute with/without reasonable accommodation):

General duties performed in order to accomplish position objectives; inclusive of how and frequency of which they are performed including but not limited to:

- Assist with administrative tasks such as updating records and organizing event materials.
- Support the preparation and distribution of informational packets and event tickets.
- Verify and maintain accurate participant information.
- Proofread and assist in the creation of event programs and promotional materials.
- Provide on-site support during pre-fair events.
- Assist with WCHS exhibitor credential pick-up.
- Support Horse Show Office Staff during WCHS.
- Shadow Horse Show Office Staff in event coordination, and exhibitor services.
- Gain hands-on learning experience in entry processing and WCHS operations.
- Performs relative duties and manages other responsibilities as assigned

Direct Reports: There are ##/no positions that report to this position.

Physical Demands, Work Environment and Hours of Work:

Must be able to execute with/without reasonable accommodation.

- Office and event facility settings with moderate/high noise levels
- Works within a workstation, operating a computer and a multi-line phone
- Regularly traverses facility space, including stairs, ramps, escalators/elevators and heavily-occupied spaces
- Regularly bends, stretches and otherwise moves to perform duties; occasionally moves loads of up to 25lbs
- Consistently uses near/far/peripheral vision, exerts muscles and coordinates body to safely maneuver facility equipment including table/chair racks, stage pieces, vacuums, scrubbers, forklifts, high-lifts and front-end loaders
- Consistently functions effectively in moderate/high-pressure environment, according to a stringent schedule
- Varied work hours including weekdays, evenings, late nights, early mornings, weekends and holidays, contingent upon event scheduling; occasionally/regularly works more than 40hpw
- Exposure to hot/cold/humid climates and elements including livestock, hay, dirt/dust, and exhaust fumes
- Exposure to tools, moving vehicles, mechanical equipment and cleaning chemicals

Requirements for position (minimum Education Level, Years of Experience and Specialized Abilities):

An equivalent combination of education and experience may be substituted.

- Must be enrolled at a college, university, or vocational-technical program
- Ability to use Microsoft Office suite
- Minimum 18 years of age
- Must be eligible for employment within the United States

To Apply:

Complete an application at <https://kyvenues.com/apply-online> or email a letter of interest, résumé and professional references to HR@KYVENUES.COM.

Kentucky Venues is an equal opportunity employer. Kentucky Venues does not discriminate on the basis of race, color, religion, sex, national origin, sexual orientation, gender identity or expression, ancestry, age, pregnancy or related medical condition, marital or familial status, disability, veteran status, political affiliation, or genetic information in accordance with state and federal laws.