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## Show Office Intern

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**Anticipated Dates:** September 1, 2019 – January 10, 2020

### Background:

We've often thought about how it feels to have people fight over you. That's exactly the position that anyone reading this Job Description is in...and we wouldn't have it any other way! The best shows in the country are all looking for high-quality, motivated, and as one of our sister shows put it, we want "college kids who are little obsessed, a little quirky, and have a lot of heart. We want those who eat, breathe, and sleep stock shows and rodeos. We want those who can function on minimal sleep and maximum caffeine."\* That about sums it up for us too. So, please take a look and give us a shout. We haven't met yet, but I'm sure with our mutual obsession with livestock shows, we'll get along just fine.

### Desired Qualifications:

- Preference given to applicants with 2+ years of experience in the livestock show industry
- Experience working with volunteers
- Exceptional organization, prioritization, and time management skills
- Perform well under pressure and thrive in a fast-paced, collaborative environment

### Responsibilities:

- General Customer Service (through phones, email and walk-ins)
- Livestock Show Data Entry and posting of show results
- Provide onsite assistance for the AQHA and 4H Horse Show Managers
- Assist with day-of-show demands and other events as needed
- Daily trips to USPS and FedEx (will need access to a vehicle)
- Other duties as assigned

**Specific Technology Experience:** Proficient with Microsoft Word, Excel and Outlook. While no experience is necessary, this position is expected to learn and operate in ShoWorks (an Access-based software).

**Small Office Environment:** All members of the small staff will support and assist all other staff. This includes all functions of the office including answering phones, email solicitation and collection, mass mailings, stuffing envelopes, running errands, proof reading and any other support to improve office efficiency and cooperation.

**Work Environment:** Deadline oriented project environment. Extensive walking during the show. Heavy telephone, computer and interpersonal contact. Extended hours during periods leading up to and following the show.

**Application Procedure:** Applications will be reviewed beginning May 1. Applications will be accepted until position is filled. Send current resume, introductory letter and three professional references with appropriate contact information to: Tyler Grandil, Executive Director, Arizona National Livestock Show, 1826 W. McDowell Rd., Phoenix, AZ 85007, or email to: [tyler@anls.org](mailto:tyler@anls.org)

### Compensation

\$15/hour, \$22.50 for overtime hours worked during the week of the show

\*Full disclosure...we stole those lines from the Northern International Livestock Exposition. And, while we love them, we want you more. ☺