



Livestock Show Office Intern/Assistant for the 2022 Fall Semester
Two positions available

Anticipated Dates: September 1, 2022 – January 10, 2023 (Please note: this IS NOT the media internship)

Background:

The Arizona National is looking for high-quality, motivated individuals, who as one of our sister shows stated “...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. So, please take a look and give us a shout. We haven’t met yet, but I’m sure with our mutual obsession with all things livestock show, we’ll get along just fine.

Desired Qualifications:

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

Responsibilities:

- General Customer Service and Front Office Duties (through phones, email, mail and walk-ins)
- Livestock Show Data Entry/DNA kits
- Assist with coordination and implementation of Show Dedication
- Assist with coordination and management of vendors and food concessionaires
- Assist with implementation of the Farm Experience
- Provide onsite assistance for the AQHA and ShowOff Horse Show Managers
- Assist with day-of-show demands and other events as needed
- Daily trips to USPS and FedEx as needed (will need access to a vehicle)
- Assist with select activities at Arizona State and County Fairs
- 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. The job is located at the Arizona State Fairgrounds. Work hours will primarily be from 8:30 AM - 5:00 PM, Monday through Friday for the entire 2022 Fall Semester. As we get closer to and during the show, longer and more work days will be required.

Application Procedure: We will begin reviewing applications **July 15** and applications will be accepted until position is filled. Send current resume, introductory letter and three references with appropriate contact information to: Arizona National Livestock Show, 1826 W. McDowell Rd., Phoenix, AZ 85007, or email to: information@anls.org

Compensation/Benefits

Employees will be paid at a rate \$15/hour. Additionally, housing will be provided along with a travel stipend. One fun Arizona destination weekend trip sponsored by Arizona National.