



KENTUCKY
HORSE PARK

Internship – Special Events

Supervisor: Jamie Gaddis Special Events Manager

Status: Unpaid, College Credit Internship

About the Kentucky Horse Park:

The Kentucky Horse Park (KHP) is a working horse farm, equine competition facility and an educational theme park. The Commonwealth of Kentucky acquired the property in 1972 for \$2.7 million and opened in 1978 as the world's only park dedicated to celebrating man's relationship with the horse. The KHP is visited by approximately one million visitors annually from all over the world. Visitors can see more than 40 different breeds of horses, on 1,200 acres of majestic bluegrass land, ride horse drawn trolley tours and attend shows at the Hall of Champions, Horses of the World and Kids' Barns. They can wind through the International Museum of the Horse and even watch a demonstration at the Farrier Shop.

Position Overview & Responsibilities:

The intern will assist the Special Events Department with both equine and non-equine events.

- Assist Event Coordinators with review of contract and invoices after preparation.
- Provide support by answering phones, returning messages and email correspondence.
- Assist clients to determine needs for their events.
- Coordinate setup and teardown of events.
- Work events to ensure that clients contracts are fulfilled.
- Other duties as assigned.

Requirements:

- Major in Hospitality, Tourism, Recreation, Public Relations, Marketing, or like field.
- Excellent communication, customer service and interpersonal skills.
- Must be enrolled as a student of a college or university, with a GPA of 2.5 or above.
- Complete State of Kentucky Co-Op/Intern Application and Academic Credit Agreement.
- Complete KHP Internship Application and Waiver at kyhorsepark.com
- Attend an interview, orientation and tour.
- Must complete 160 hours over an 8 week period.
- Record all internship hours using VicNet database.
- Volunteer for a minimum of 3 KHP special events.
- Complete a midterm and final survey and evaluation.
- Weekly meetings with KHP Internship Manager.
- Must be able to lift 45lbs above shoulders and physically able to walk several miles daily.

For any questions, please contact:

Annie Martin
Volunteer & Outreach Manager
859-259-4267