



Special Events Internship

About the Kentucky Horse Park:

The Kentucky Horse Park is a working horse farm, equine competition facility, and educational theme park. The Commonwealth of Kentucky acquired the property in 1972 and opened in 1978 as the world's only park dedicated to celebrating man's relationship with the horse. Over 1 million visitors from all over the world come to the Horse Park annually. Visitors get to meet over 40 different breeds of horses on 1,200 acres of land. Visitors can also wind through the International Museum of the Horse and the Saddlebred Museum.

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 client contracts are fulfilled.
- Other duties as assigned.

Requirements:

- Must be enrolled as a student at a college or university with a GPA of 2.5 or above.
- Excellent communication, customer service, and interpersonal skills.
- Complete State of Kentucky Co-Op/Intern Application and Academic Credit Agreement.
- Complete KHP Internship Application and waiver.
- Attend an interview, orientation, and tour.
- Must complete 160 hours.
- must be able to lift 45 lbs above shoulders.

For questions contact

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