

2025 North Texas Fair & Rodeo Office Internship

Description:

The North Texas Fair and Rodeo is looking for a motivated and proactive Office Intern to join our team. This internship provides an excellent opportunity for students or recent graduates to gain hands-on experience in an office environment. As an intern, you will assist various committees, participate in daily office operations, and support the team in a variety of administrative and project-related tasks.

Key Responsibilities:

- Assist in day-to-day office operations, including data entry, filing, and organizing office materials.
- Handle office communications, including phone calls, emails, and other correspondence.
- Prepare reports, presentations, and other materials for meetings.
- Organize and maintain office files and records, ensuring easy retrieval.
- Help with scheduling meetings, appointments, and events.
- Participate in team meetings and contribute ideas for projects.
- Conduct research and compile data for various projects.
- Assist with customer or client queries and ensure smooth communication.
- Provide general administrative support as needed.

Qualifications:

- Currently pursuing or recently completed a degree in Event Planning/Coordinating (e.g., Business Administration, Marketing, Accounting, etc.).
- Strong written and verbal communication skills.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Attention to detail and excellent organizational skills.
- Ability to work both independently and as part of a team.
- Positive attitude, strong work ethic, and eagerness to learn.
- Previous office or administrative experience (preferred but not required)

Learning Opportunities

- Gain exposure to fair and event operations and office management.
- Develop professional skills in communication, time management, and project coordination.
- Work closely with experienced team members and mentors.
- Opportunity to network within the industry.
- Participate in [company-specific training sessions, workshops, or events].

Position Title: Office Intern

Location: North Texas State Fairgrounds | 2217 N. Carroll Blvd. Denton, TX 76201

Reports To: Executive Director & Executive Assistant

Duration: June 2, 2025 – August 24, 2025

Working Hours: Full-time, Weekdays, 30-40 hours per week

Compensation: Paid, \$15/hour

****OUR EVENT IS 10 CONSECUTIVE DAYS IN AUGUST (15TH-24TH). WE WILL WORK WITH SCHOOL SCHEDULE IF NEEDED****

HOW TO APPLY:

1. Email cover letter and current resume to allison@ntfair.com
2. *Include in the subject line 'Office Intern Application'*