



2024 INTERNSHIP PROGRAM

Traverse City Horse Shows, LLC (TCHS) hosts top-level hunter-jumper events at Flintfields Park in Williamsburg, MI, located just outside Traverse City. As we enter our tenth season in 2024, we're proud to host 12 weeks of FEI and National level competitions, featuring the FEI North American Youth Championship, Adequan®/USEF Junior Hunter Finals East, Major League Show Jumping, Silver Oak Jumper Tournament, a Longines FEI Jumping World Cup™ North American League Qualifier and the renowned American Gold Cup.

We're seeking interns eager to delve into event operations, sponsorship and marketing, offering a comprehensive experience in horse sport business encompassing event operations, management, hospitality, and communications. We welcome friendly, motivated, and diligent individuals with strong writing, project management, and organizational skills. Candidates should excel under pressure, possess outstanding communication and customer service abilities, and be ready to actively participate in a team environment. Knowledge of the hunter-jumper world is advantageous but not mandatory. At Traverse City Horse Shows, we are committed to fostering an inclusive environment, welcoming applicants from diverse backgrounds and perspectives to enrich our team and community.

Key Areas: TCHS's internship program is dedicated to enhancing practical skills and understanding in the equestrian event industry. Tailored to individual experience levels and event needs, our internships offer diverse roles across various operational areas. Interns will engage in an interdisciplinary experience, providing a comprehensive and enriching professional development opportunity within the dynamic environment of TCHS. As you explore the specific department focuses below, we encourage applicants to indicate their preferred area in their application.

- **Marketing & Communications:** Support in press releases, newsletters, social media, and more. Manage photo libraries, coordinate sponsor-related marketing, and assist in live stream commentary and media requests.
- **Community Relations:** Assist in ticket sales, community partnerships, promotional activities, and ticketing programs.
- **Special Events & Operations:** Contribute to event and venue management, including staffing, event planning, and "Game Day" operations.
- **Sponsorship:** Assist sponsorship team with partner activations and the execution of sponsorship benefits.
- **Hospitality:** Help organize sponsor events, manage hospitality areas, and coordinate F&B operations.

Internship Period: June 1 – September 25* (*Flexibility for students)

Requirements: Interns should be prepared for long days and weekend work (Tuesday – Sunday), be comfortable standing for extended periods, and able to assist in venue set-up.

Compensation: \$500/week stipend, with housing provided.

Application: Submit a cover letter and resume by January 31, 2024, to Caitlin Lane at caitlin@traversecityhorseshow.com.