



Special Events Internship – Man O’ War Festival

Supervisor: Danielle Rice, Special Events Coordinator
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 primarily the Man O’ War Festival and associated events.

- Assist Event Coordinators with contract and invoice preparation.
- Provide support by answering phones, returning messages and email correspondence.
- Assist KHP staff and outside clients to determine needs for their events.
- Coordinate with vendors, catering and staff.
- 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 or like field.
- Interest and experience in running events such as 5K’s and/or exercise clubs.
- Attend events on specific dates: Monday evenings (May-August), June 24, August 5 and August 19.
- Must be enrolled as an undergraduate student of a college or university.
- Complete online internship application, waiver and background check.
- Attend an interview, orientation and tour.
- Minimum 120 hours over 8 weeks.
- Excellent communication, customer service and interpersonal skills.
- Strong time-management and organizational skills.
- Basic equine knowledge preferred but not required.
- Provide a resume and cover letter and send to annie.hickey@ky.gov

For any questions, please contact:

Annie Hickey
Volunteer & Outreach Manager
859-259-4267