



MARCH 23-25, 2018
Fort Worth Convention Center, Fort Worth



2018 CATTLE RAISERS CONVENTION INTERNSHIP RESPONSIBILITIES AND APPLICATION INFORMATION

POSITION: Cattle Raisers Convention Intern

LOCATION: Fort Worth, Texas

TIME PERIOD: January 1 - May, 2018

The Texas and Southwestern Cattle Raisers Association (TSCRA) is proud to offer an engaging and rewarding internship working alongside our Fort Worth office staff on the Cattle Raisers Convention and Expo.

We are seeking a highly motivated individual who wants to gain practical work experience in a non-profit organization working on the largest ranching and cattle industry event in Texas. Our ideal candidate is an independent worker who is able to efficiently accomplish tasks and meet deadlines. The candidate must be a self-starter, have excellent written and oral communications skills, perform well under pressure, and be able to manage multiple projects.

This is a semester-long learning experience for an undergraduate student. The internship will begin around January 1, 2018 and continue through May, 2018. Candidates may be able to receive academic credit if TSCRA has the ability to fulfill the college/university requirements. The internship is a paid position.

ABOUT TSCRA:

TSCRA is a 139-year-old trade association and is the largest and oldest livestock organization based in Texas. TSCRA has more than 17,000 beef cattle operations, ranching families and businesses as members. These members represent approximately 50,000 individuals directly involved in ranching and beef production who manage 4 million head of cattle on 76 million acres of range and pasture land primarily in Texas and Oklahoma, but throughout the Southwest.

GENERAL RESPONSIBILITIES:

The specific duties of the position include:

- Simply put, the intern will assist with the planning and organization of the entire convention and expo.
- The intern will gain experience with everything from audio-visual and room setups to housing and speaker/sponsor coordination to food and beverage orders.
- Assisting staff with event logistics, attendee registration and housing, and coordination between various departments and vendors.
- Complete promotions and communications tactics to generate awareness of the convention.
- On-site during the event, the intern will be assigned key coordination roles and have ownership of various aspects of the event.
- Post-event, the intern will contribute to our event debrief, complete the event follow-up processes, and help update the event plan for the following year.

QUALIFICATIONS:

- College student at an accredited university at time of application
- Must be available to work in the TSCRA headquarters in Fort Worth, TX from January 1 to May, 2018
- Minimum 3.0 GPA
- Background in the agriculture industry highly desirable

TO APPLY:

- Please submit the following via email (Adobe PDF or Microsoft Word):
 - ♦ Cover letter and resume
 - ♦ College transcript
- *The 2017 Convention Internship Application is open from August 18 - September 22, 2017*

▪ Submit applications to:

Rae Buchanan, Manager of Membership Marketing

Texas and Southwestern Cattle Raisers Association

1301 W. Seventh St., Suite 201

Fort Worth, TX 76102

817-916-1778

rbuchanan@tscra.org