



NORTHERN INTERNATIONAL LIVESTOCK EXPOSITION  
(406) 256-2495 ♦ [www.thenile.org](http://www.thenile.org) ♦ P.O. BOX 1981 ♦ BILLINGS, MT 59103

**Position:** Fall Internships- Multiple Positions available (see attached for descriptions of individual positions)  
**Location:** Billings, Montana - MetraPark Fairgrounds  
**Event Dates:** October 12-22, 2023\*

**Program Purpose:** To provide an outstanding opportunity to gain training and work experience in the livestock, equine and media relation industries as well as event based business through The NILE Stock Show and Rodeo.

**Eligibility:**

- Applicants must have at least a 3.0 GPA or B average.
- Applicants should be an undergraduate college student at a sophomore, junior or senior level at the time of application submission.
- Applicants should be US residents.
- An agricultural degree program and background is preferred but not required.
- Applicants must be comfortable around livestock, including but not limited to cattle, horses, sheep, swine and goats.
- Applicants should possess excellent communication skills with strong work ethic. Self-motivation and the ability to work on a task with minimal supervision is ideal. Positive attitude and organization are beneficial.
- Applicants must be available to work the entire length of the NILE.

**The Internship:** The internship program will provide qualified college students the opportunity to assist in all aspects of event planning and execution for The NILE Stock Show and Rodeo, October 12-22, 2023\*\*. Interns are expected to start internship at 12 p.m. on Thursday, October 12, 2023 at the NILE office. Interns will be released no later than 2 p.m. on Sunday, October 22. (*\*exception of Media intern, please read for more info\**)

The interns are expected to work during the entire length of the 2023 NILE, as they will serve in vital roles during the event. Schedule includes interns working long hours including nights and weekends.

**Compensation:**

- Interns will receive lodging during the time they are required at the event. Meals will be paid for; however, interns are welcome to bring their own snacks. Roommates will be assigned.
- NILE will assist in complying with school requirements, written evaluations and other documentation related to the internship. It is the intern's responsibility to initiate and coordinate college credit for this internship with his/her college.
  - Upon satisfactory completion of the internship, the intern will be eligible for a scholarship. The scholarship will be payable to the institution which the intern is attending for the spring semester of 2024.

**How to Apply:** Submit the following:

- Application
- Transcript (*can be unofficial*)
- Resume
- Cover Letter
- List of Three References (should be college professors/advisor)
- If applying for Media Relations Internship, please submit 2 pieces of your media work (*photos, promos, etc.*)
- Photo: one recent head shot of applicant - **Email photo please** (*preferably a professional high-resolution photo for publication purposes*)
- Personal Biography

\*\*Personal biography should be written in 3rd person and introduce you as an applicant (where you are from, what college you are attending, major, prospective career plan, why you are excited to be a NILE Intern, etc.). Please limit to 250 words or less.

**Deadline: August 1, 2023 by 4 p.m. MST in NILE Office**

Please email application and supporting materials to: [shelby@thenile.org](mailto:shelby@thenile.org)

Questions? Please contact Shelby Shaw at [shelby@thenile.org](mailto:shelby@thenile.org) or (406) 256-2499

*Please include "Internship Application" in subject line*



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### FALL INTERNSHIP POSITIONS OFFERED

#### Competitive Events Internship- Livestock Emphasis

DUTIES & RESPONSIBILITIES - includes but is not limited to the following:

- Assist with overall management of Open and Junior Livestock Shows and Events
- Work under supervision of NILE Livestock Office Personnel and respective division committees to produce respective shows and events in the Breeding Cattle, Club Calf, Jr. Fed, Merit Heifer, and Youth Event divisions.
- Assist with show check-in of livestock animals and exhibitors
- Facilitate sale preparation and execution alongside Livestock Office Personnel
- Assist with daily preparation of materials (i.e. show books, awards, sale info, etc.)
- Double check results
- Assist with setup of Expo Center, Montana Pavilion, and show grounds (show ring, sale ring, sign placement, décor, etc.)
- Oversee Youth 4-H/FFA Contests
- Provide general information and customer service to exhibitors, breed superintendents, and general public
- Assist with show duties (announcing, clerking, ring steward, gate person, etc.)
- Assist Grounds Crew with feed sales and delivery
- Direct NILE Merit Heifer Showcase and Supreme Row Contenders to First Interstate Arena for Rodeo appearances
- Communicate and promote NILE via social media, assisting media outlets and other industry partners
- Other tasks as assigned to ensure all NILE events are executed in an appropriate manner. These tasks may or may not be directly livestock related.

#### Competitive Events Internship- Equine Emphasis

DUTIES & RESPONSIBILITIES - includes but is not limited to the following:

- Support the overall implementation of all horse events (with specific focus for the ranch rodeo, horse shows, and horse sales) under the supervision of NILE Equine Programs Director and Horse Committee
- Provide support to NILE Staff in office and on show grounds
- Assist with the management of the NILE Ranch Rodeo Finals
- Assist with set up for the office, events, stalling and related event needs
  - Arena set up, officials set up, show books, post draws, post results, manage cattle, hang signage, and more
- Assist with check in of horse exhibitors, consignors, and buyers
- Provide general information and customer service to exhibitors, horse committee members, general public
- Ensure proper care and display of Raffle Horse
- Answer general questions for the public about the NILE Equine Events
- Provide excellent customer service to exhibitors, volunteers, officials, and public
- Assist with the horse sales (clerk, run paperwork, check out, etc.)
- Other tasks as assigned to ensure all NILE events are executed in an appropriate manner. These tasks may or may not be directly equine related.



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## FALL INTERNSHIP POSITIONS OFFERED

### General Production Internship

DUTIES & RESPONSIBILITIES - includes but is not limited to the following:

- Provide support to NILE Staff in office and on show grounds
- Assist with planning and coordination of Special Events and Sponsor VIP experiences
- Enact special projects as assigned by NILE Management
- General administrative duties to support NILE Management
- Assist NILE Trade Show in setup and work directly with vendors of the Trade Show.
- Other tasks as assigned to ensure all NILE events are executed in an appropriate manner.
- Work under supervision of NILE Rodeo Management and Vintage 5 to produce respective rodeos and related events which includes but is not limited to:
  - Assist with sign inventory, development and placement
  - Assist with arena preparations
  - Assist with fulfillment and delivery of all Corporate Sponsor benefits
  - Assist with execution of rodeo “experience” activities
  - Assist with Rodeo Contract Personnel, Rodeo Athletes, Media, and Sponsors etc.
    - This is not a "Rodeo Internship", this intern will be needed in other areas for a majority of the week.
    - If interested in Rodeo Relations and Production please make that note on your application - past rodeo production experience is a necessity.

### Media Relations Internship

**\*\*This internship will be a semester long, with a majority of time working remotely (Pre-NILE and post-NILE). This will require Media intern travel to Billings for 10-day duration of NILE.**

DUTIES & RESPONSIBILITIES - includes but is not limited to the following:

- Populate posts & social media correspondence (Facebook, Instagram, & other accounts)
  - Includes creation and population of posts Pre-NILE and Post-NILE remotely.
  - Create press releases daily with results from all competitive events
  - Featured Events and Activities of the Day
- Coordinate attaining champion photos from Show Photographer
  - Update Livestock Wall of Champions daily
- Photograph NILE events (*please bring your own camera*)
- Post candid photos to NILE's social media sites
- Should be familiar with Microsoft & Adobe programs
- Be interviewed by local news, radio, or print outlets
- Assist with fulfillment and delivery of Media benefits
- Other tasks as assigned to ensure all NILE events are executed in an appropriate manner. These tasks may or may not be directly media related.



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## 2023 Internship Application

### *Personal Contact Information*

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Email Address: \_\_\_\_\_

### *College/ University Information*

Name of College: \_\_\_\_\_ Major: \_\_\_\_\_

Classification (check one):  Soph.  JR.  SR.  Other (please specify) \_\_\_\_\_

Overall GPA: \_\_\_\_\_ Hours Completed: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_

Student's College ID: \_\_\_\_\_

College Advisors Name: \_\_\_\_\_

Advisors Phone Number: \_\_\_\_\_ Advisors Email: \_\_\_\_\_

### *Internship Interest*

Position Applying For: \_\_\_\_\_  
(First Choice) (Second Choice)

Will you be taking Internship for Credit?  Yes  No

Submit transcript, application, resume, cover letter, list of three references, personal bio, and photo via email to: [shelby@thenile.org](mailto:shelby@thenile.org)

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