

Student Intern: Development – Guest Experience Internship
Equestrian Events, Inc. | Kentucky Three-Day Event (Lexington, KY)
Unpaid | Student Experience | Spring Term + Event Week



Position Overview

Equestrian Events, Inc. is seeking a motivated student intern to support the Kentucky Three-Day Event by serving as the primary point of contact and on-site lead for a high-visibility fan experience area; the Kentucky Kids Club and Safety & Wellness Arena. This intern will work with the Development Team to create the programming, contacts, schedule and day-of organization of the Kentucky Kids Club and Safety & Wellness Arena. This internship offers hands-on experience in event planning, logistics, site operations, and guest experience management, as well as the opportunity to build relationships with leading sponsors in the equine industry across the globe.

Key Responsibilities

Planning & Preparation (January–April)

- Assist with planning and coordination for activities, programming, schedules, and staffing needs.
- Support development of operational plans, checklists, run-of-show documents, and on-site communications
- Create strategy and run-of-show for Hobby Horse Eventing Series
- Coordinate logistics such as deliveries, equipment needs, signage placement, and site readiness
- Participate in regular check-ins with the EEI Development team and provide status updates

Event Set-Up & On-Site Operations (April 19-25)

- Serve as the day-to-day point of contact for the Kentucky Kids Club and Safety & Wellness Arena
- Oversee daily operations, including opening/closing procedures, program flow, guest experience, volunteer management and sponsor feedback
- Coordinate with arena sponsors, speakers, volunteers, and event staff to ensure smooth execution
- Monitor site conditions and safety/guest flow; escalate issues to supervisors as needed
- Support basic troubleshooting (timing, signage, supplies, crowd management, vendor needs)
- Assist with breakdown and post-event wrap-up tasks

Schedule & Time Commitment (Required)

- Minimum 6 hours/week in January, February, March, and April (flexible; schedule coordinated with the team)
- In-Office in Lexington, KY
- **On-site event commitment:**
 - **April 19–21:** 8:30 AM – 4:00 PM
 - **April 22–25:** 7:00 AM – 5:00 PM

Qualifications

- Current student (college/university) in equine, event management, communications, hospitality, sports management, marketing, or related field (or equivalent interest/experience)
- Strong organization and reliability; able to manage multiple locations and moving parts
- Confident communicator who is comfortable serving as a point of contact with partners and vendors
- Professional, proactive, and calm under pressure in a fast-paced live event environment
- Comfortable working outdoors and on your feet for extended periods during event week
- Experience and interest in equestrian sport, live events, guest experience, or venue operations is necessary for this role.

What You'll Gain

- Real-world experience in large-scale event operations, logistics, and venue management
- Exposure to global equestrian brands and industry leaders
- A strong portfolio-building experience and professional network within the event/equestrian space
- Opportunity for a strong letter of recommendation

Compensation

This is an unpaid, student experience position. Internship credit may be available depending on your institution's requirements.

How to Apply

Interested candidates should visit kentuckythreedayevent.com/careers to fill out the submission form under "Development & Guest Experience Intern"