



Organization: Equestrian Events, Inc.

Event: 2027 Kentucky Three-Day Event (K3DE)

Location: Kentucky Horse Park | Lexington, Kentucky | On-Site

Internship Timeframe: April 19-25, 2027

Schedule: April 19-21 (Training & Prep): 9:00am - 5:00pm

- Training, introductions, set-up, and team coordination

April 22-25 (Event Days): 6:30am - 11:00pm

- CCI5*/CCI4*: 8:00am - 5:00pm | CSI5* 7:00pm - 10:00pm

April 26 (Clean up): 9:00am-12:00pm

Job Title: Hospitality Host/Hostess

Job Summary

Equestrian Events, Inc. (EEI), producer of the world-renowned Kentucky Three-Day Event (K3DE), is seeking hospitality hostesses to join our team during the lead-up and execution of the 2027 event. The Hospitality Host/Hostess plays a key role in delivering an exceptional guest experience during the Kentucky Three-Day Event. This position is responsible for welcoming and assisting VIP guests, sponsors, and hospitality patrons in designated areas, ensuring they receive top-tier service throughout the event. The Hospitality Host/Hostess will help manage seating arrangements, monitor hospitality spaces, answer guest inquiries, and provide support to the hospitality team to maintain a professional, welcoming, and enjoyable environment.

Essential Duties & Responsibilities

- Greet and welcome hospitality guests with professionalism and warmth.
- Assist with check-in, credential verification, reserved tables and seating arrangements within hospitality areas.
- Provide top quality guest services, including but not limited to, answering questions, giving directions, and addressing special requests.
- Train, coordinate, and support event volunteers.
- Set and reset tents.
- Monitor hospitality space to ensure it remains cleaned and organized.
- Support guest experience activations within hospitality areas.
- Handle guest concerns promptly and efficiently.
- Maintain knowledge of event schedules, amenities, and venue layout to provide accurate information.
- Communicate regularly with the Director of Development, Hospitality & Trade Fair Manager and collaborate closely with the Equestrian Events and Catering Teams
- Uphold brand standard by ensuring a positive and memorable guest experience.
- Other duties as assigned to support the success of EEI and K3DE.

Qualifications & Skills

- Previous customer service, hospitality, or event experience preferred.
- Strong interpersonal and communication skills with a professional and friendly demeanor.
- Ability to remain composed and approachable in fast-paced, high-pressure environments.
- Detail-oriented with strong organizational and multitasking abilities.
- Team player with a proactive attitude and willingness to assist where needed.
- Flexibility to work long hours, evening, weekend, and outdoors in varying weather conditions during the event
- Team-oriented, with a positive and professional attitude.
- Flexible and able to adapt quickly to shifting priorities.
- Physically able to lift/carry up to 50lbs. and navigate the Kentucky Horse Park grounds.
- Passion for equestrian sport is a plus but not required.

Compensation

- \$2,000 for the duration of training and event dates listed above*
 - * Monday-Wednesday exceptions will be made for class. Thursday-Friday, an excused absence letter will be provided.
- Completion and return of a W-9 form required by April 1, 2027
- Reports directly to the Hospitality & Trade Fair Manager and supports the full Equestrian Events team

The Hospitality Host/Hostess is an essential representative of the Kentucky Three-Day Event, ensuring every guest feels valued and cared for throughout their experience. This role offers a unique opportunity to be part of a world-class equestrian event while providing exceptional service to sponsors, VIPs, and hospitality patrons. Ideal candidates are enthusiastic, dependable, and committed to creating memorable guest experiences in a dynamic event environment.

To Apply: Interested candidates should visit kentuckythreedayevent.com/careers to fill out the submission form under “Hospitality Hostess”.