



Job Title: Event Management Intern (Hospitality Focus)
Location: Deschutes County Fair & Expo Center, Redmond, OR
Position Type: Paid Internship (Summer 2025)

Job Description:

The Deschutes County Fair & Expo Center is seeking a highly organized, enthusiastic, and customer-oriented Event Management Intern with a focus on hospitality for the Summer 2025 season. This internship will provide a unique opportunity to gain hands-on experience in event planning, guest services, and hospitality management while supporting a wide range of events at one of Oregon's premier event venues.

The intern will assist the Event Management team in ensuring exceptional guest experiences, from pre-event planning to on-site coordination. They will support the hospitality aspects of events, including coordinating with vendors, managing guest services, and ensuring smooth operational execution.

Looking for an unforgettable summer internship experience?

Consider spending your summer at Deschutes County Fair & Expo Center—one of the premier event venues in the Northwest! Here's why this opportunity is one you won't want to miss:

Experience the Best of Central Oregon

Deschutes County is home to some of the most breathtaking outdoor adventures in the Pacific Northwest. Spend your free time exploring:

- The stunning Cascade Mountains
- World-class hiking, biking, and rock climbing
- Rivers and lakes for kayaking, paddleboarding, and fishing
- The vibrant city of Bend, just minutes away, with its craft breweries, restaurants, and lively arts scene
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Be Part of a Top-Tier Event Team

- Join a team that plays a major role in producing world-class events. You'll get hands-on experience working with some of the biggest events in the region, including:
- FairWell Festival – Featuring artists like Sturgill Simpson, Tyler Childers, Sierra Ferrell, Cody Jinks, Dwight Yoakam, and Ludacris
- Reggae Rise Up Oregon – A multi-day festival bringing the best of reggae music; past lineups have included artists such as Slightly Stoopid, Rebelution, and SOJA
- Cascade Equinox Festival – A diverse, multi-genre festival with a lineup to be announced

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- Premier Horse Shows – Witness top-tier equestrian competitions
- Overland Expo – A one-of-a-kind adventure and outdoor expo
- The Deschutes County Fair & Rodeo – One of the largest fairs in the Northwest!
- Build Your Network & Industry Experience
- Work alongside event industry professionals and gain real-world experience in event management, marketing, hospitality, or sponsorship.
- Boost your resume by being part of a high-profile venue with nationally recognized events.
- Gain valuable insights into live event logistics, public relations, and operations.

Make a Real Impact

This is more than just an internship—it's an opportunity to:

- Be part of a fast-paced, exciting environment where no two days are the same
- Help bring major events to life and see the results of your hard work
- Enjoy perks like backstage access, networking with industry professionals, and exclusive behind-the-scenes experiences

If you're looking for a summer experience that combines work and adventure, Deschutes County Fair & Expo is the place for you! Apply today and be part of something big!

Key Responsibilities:

- **Guest Services & Hospitality:** Assist in the planning and execution of hospitality services for event attendees, sponsors, exhibitors, and VIPs. Ensure all guests have a positive and seamless experience throughout their time at the event.
- **Vendor Coordination:** Work with food and beverage vendors, caterers, and other service providers to ensure all event requirements are met, including proper setup, timely delivery, and service standards.
- **Logistical Support:** Help the Event Management team with operational tasks, including setup, on-site management, and breakdown of hospitality-related elements such as VIP areas, guest lounges, and registration areas.
- **Event Coordination:** Support day-of-event operations, helping to manage guest arrivals, check-ins, and providing support to event staff as needed to ensure smooth event flow.
- **Communication:** Serve as a liaison between event organizers, vendors, and hospitality partners to ensure all needs and expectations are communicated and met in a timely manner.
- **Client and VIP Services:** Provide exceptional service to VIP guests, sponsors, and exhibitors, including assisting with special requests and ensuring that all hospitality arrangements are delivered as promised.
- **Event Feedback and Evaluation:** Assist with gathering post-event feedback from guests and vendors to help evaluate and improve the hospitality experience for future events.

Qualifications:

- Currently enrolled in a college or university program with a focus on Event Management, Hospitality, Tourism, Business Administration, or a related field.
- Strong communication, interpersonal, and customer service skills.
- Ability to manage multiple tasks and stay organized in a fast-paced environment.
- Detail-oriented and proactive, with a focus on delivering exceptional service.

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- Proficiency in Microsoft Office Suite; familiarity with event management software, graphic design and hospitality management tools is a plus.
- A positive attitude, with a passion for hospitality and ensuring guest satisfaction.
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Preferred Skills:

- Previous experience in event planning, hospitality, or guest services.
- Familiarity with event logistics and venue management.
- Experience working with vendors and managing client relationships.
- Knowledge of event software (e.g., Cvent, Eventbrite) is a plus.
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What You'll Gain:

- Practical experience in event management with a focus on hospitality and guest services.
- Exposure to large-scale events and the operational side of hospitality management.
- Development of key skills in vendor coordination, client relations, and event logistics.
- Networking opportunities with industry professionals and event organizers.
- Competitive Hourly Wage

How to Apply:

Interested candidates should submit a resume, cover letter, and any relevant work samples (e.g., event planning documents, vendor coordination) to your application.

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