



Job Title: Event Management Intern (Sponsorship 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 an organized, motivated, and detail-oriented Event Management Intern with a focus on sponsorship for the Summer 2025 season. This internship provides an excellent opportunity to gain hands-on experience in event management and sponsorship acquisition, working alongside the event management team to deliver successful, high-impact events.

The intern will support the sponsorship and event planning processes, assisting in the acquisition, management, and fulfillment of sponsor agreements. They will also help facilitate on-site sponsorship activations and work closely with both internal teams and external partners to ensure smooth execution of major events.

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
- Premier Horse Shows – Witness top-tier equestrian competitions

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- 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:

- **Sponsorship Coordination:** Assist in identifying, researching, and engaging potential sponsors for events at the Deschutes County Fair & Expo Center. Help draft sponsorship proposals and presentations.
- **Sponsor Relationship Management:** Act as a point of contact for current and potential sponsors, providing outstanding service and support to ensure successful partnerships.
- **Sponsorship Activation:** Help execute sponsorship activations and fulfill sponsor agreements during events. This includes managing on-site sponsor placements, signage, and other activations.
- **Event Logistics:** Assist the Event Management team with overall event planning and coordination, ensuring that sponsor requirements are met while supporting other event logistics such as vendor coordination and event flow.
- **Marketing and Promotions:** Collaborate with the marketing team to incorporate sponsors into event promotions across social media platforms, traditional advertising, and event-specific collateral.
- **Reporting and Analysis:** Assist in tracking the success of sponsorship activations, collecting data for post-event reports, and helping assess the effectiveness of sponsorship campaigns.
- **Customer Service:** Provide excellent customer service to sponsors and assist in maintaining positive relationships throughout the event lifecycle.

Qualifications:

- Currently enrolled in a college or university program with a focus on Event Management, Marketing, Business Administration, Communications, or a related field.
- Strong communication and interpersonal skills.
- Detail-oriented and highly organized, with the ability to manage multiple tasks simultaneously.
- Proficiency in Microsoft Office Suite; familiarity with event management software, graphic design and CRM tools is a plus.
- Strong interest in event management, sponsorships, and the live events industry.

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- Ability to work independently and in a team environment.

Preferred Skills:

- Previous experience in event management, marketing, or sponsorship acquisition.
- Familiarity with sponsorship activation strategies and the event sponsorship sales process.
- Knowledge of social media platforms and digital marketing strategies.

What You'll Gain:

- Hands-on experience in event sponsorship and management, contributing to large-scale events.
- Exposure to the behind-the-scenes logistics of event planning and sponsor relations.
- Opportunities to develop professional skills in negotiation, relationship management, and marketing.
- Networking opportunities with industry professionals and potential future employers.

How to Apply:

Interested candidates should submit a resume, cover letter, and any relevant work samples (e.g., sponsorship proposals, event plans, marketing collateral) to your application.