



## INTERNSHIP

### **EQUINE BUSINESS ADMINISTRATION & PROJECTS COORDINATOR**

Available beginning January 1, 2013

#### **ORGANIZATIONAL OVERVIEW**

*The Pyramid Society* was created in 1969, by a small group of American Arabian horse breeders passionately concerned about preserving and perpetuating the unique bloodlines of the Straight Egyptian Arabian horse. Since its founding - while not a breed registry - The Pyramid Society has devoted its efforts to continued education and ongoing activities for its international membership, as well as thousands of outside supporters. It remains one of the most highly-esteemed Arabian breeders' organizations in the world.

*The Egyptian Event*, sponsored by The Society, is the world's largest showcase of the Egyptian Arabian horse. Now in its 33<sup>rd</sup> year, the 2013 Egyptian Event will take place June 3-8, 2013, at the Kentucky Horse Park in Lexington, KY, making it one of the longest running shows held at the park. The Event features the finest Egyptian Arabians from five continents, all competing for substantial prize monies and prestigious awards. The coordination of all Event activities remains the main focus of staff's attention leading up to and following the Event.

#### **THE INTERNSHIP**

The Pyramid Society is seeking an enthusiastic, motivated student with knowledge of the equine industry (preferable) and excellent organizational skills who is eager to be involved with the successful coordination of a major equine event. The ideal candidate for this position has an independent work ethic and exhibits the ability to multi-task and think creatively with moderate direction. A professional demeanor and strong working knowledge of Word, Excel, Publisher, Outlook and PowerPoint are required. Intern will be working directly with our Member Services Coordinator and other key staff to support the coordination and management of our annual Egyptian Event.

- ▲ Assist in the coordination of a large stallion service auction
- ▲ Assist in the coordination of an annual fund-raiser and art auction
- ▲ Create and manage databases as needed for program operations
- ▲ Manage the distribution of promotional & educational materials
- ▲ Maintain direct correspondence with domestic and international members, customers and event attendees
- ▲ Create slideshow presentations
- ▲ Other key projects as dictated by intern's abilities, interests and schedule.

## **SCHEDULE**

Offices are open Monday-Friday, 9-5. Hours are flexible based on availability of Intern and class schedule. Ideal candidate would be locally available early January through June 15, 2012 and would commit to seeing their valuable work to fruition by working on-site during The Egyptian Event, June 3-8, 2013. Some post-Event hours are also required to assure completion of recordkeeping and follow-up correspondence. Hours worked after the school term has ended would be paid with the rate contingent upon skills and abilities.

## **BENEFITS TO INTERN**

The internship will provide increased knowledge in the following areas through valuable hands-on experience, skill-building activities and the guidance of seasoned equine business professionals.

- ▲ Office Administration
- ▲ Business Communication
- ▲ Project Management
- ▲ Event Planning
- ▲ Client Relations

Successful completion of the internship as described above will result in course credit as provided by your institution, verbal and written recommendations and consideration for future employment within the organization.

## **CONTACT**

Please send Cover Letter, Résumé or CV, to: **Carol@PyramidSociety.org**

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