



Foxfield Internship Opportunities

Focuses: Event Management, Marketing, Sales, Customer Service

Foxfield Racing LLC is looking to welcome two self-motivated and hardworking interns for the Spring 2022 term. The first internship opportunity is focused on event management and marketing; the second is focused on marketing, sales, and customer service. Candidates would benefit from having prior experience in event management, customer service, and marketing and would gain a variety of experiences during this fast-paced yet exciting internship.

The ideal candidates would join the Foxfield Racing team early in 2022 in person at the office at the Foxfield track three to five (3-5) days per week and would be available to work on race day. Foxfield's races for 2022 are Saturday, April 30 and Sunday, October 2. Interns would begin their work in early 2022 and would complete their internship in early May 2022. Interns would have the opportunity to extend their internship for fall 2022.

Hours:

January and February: 5-10 hours per week

March and early April: 10-15 hours a week

Late April and race day: 20-25 hours a week

Compensation: \$500 paid at the completion of the internship

The two internship opportunities have varying learning opportunities and responsibilities for their position, but the Foxfield team truly works as a team and sometimes jumps in to assist others when needed. All responsibilities listed on page two would be in partnership with the Foxfield team; no responsibilities will be solely on one person.

About Foxfield

The Foxfield Racing office has two full time employees who are looking to bring on a knowledgeable, willing, and focused intern in exchange for a tremendous experience in event management and sales. Foxfield Racing has been hosting steeplechase horse race events each spring and fall since 1978. More recently, Foxfield is under new local management with a renewed focus on conservation of the property and the races, community engagement, and philanthropic partnership. The spring race typically brings over 12,000 attendees, while the fall race typically welcomes about 5,000 attendees. Foxfield hosts everyone from large corporate groups to large school groups, and from individual tailgate parking attendees to individual ticket attendees. Race day is a busy and long, but fun and rewarding day to culminate all the efforts put forth prior to race day. Days leading up to race day can be busy so the intern should expect to jump right in and offer to assist. We encourage candidates to review our website (foxfieldraces.com) for more information.



Foxfield looks to hire an intern in each of the two following areas:

Event Management and Marketing Intern

- **Ideal skills:** excellent communication and organizational skills, motivated, problem-solver, detail-oriented
- **Skills developed and/or acquired during this internship:** sales marketing, event marketing, event communication, event planning, problem-solving in high-stress environment
- **Internship responsibilities:**
 - Event Management
 - Coordinate sponsorship details
 - Communicate, plan, and support with sponsors of all levels
 - Participate in race day preparations (security, planning, etc.)
 - Marketing
 - Collaborate on email marketing, social media and website work to maintain an elevated customer service experience

Marketing, Sales, and Customer Service Intern

- **Ideal skills:** excellent communication and organizational skills, motivated, detail-oriented, comfortable working with new computer programs
- **Skills developed and/or acquired during this internship:** sales marketing, event marketing, event communication, problem-solving in high-stress environment
- **Internship responsibilities:**
 - Ticket Marketing/ Customer Service
 - Market ticket packages to potential attendees in a variety of ways (phone, email, social media)
 - Work with the Agile Ticketing System to place ticket orders via email, phone, or walk-in
 - Fulfillment of ticket orders
 - Management of the Will Call ticketing
 - Sales
 - Engage with customers through email, phone, and in person sales of tickets and merchandise
 - Marketing
 - Collaborate on email marketing, social media and website work to maintain an elevated customer service experience

For more information, visit Foxfieldraces.com or follow Foxfield Races on Instagram and Facebook. For questions, please contact Kelsey Cox (kelseycox@foxfieldraces.com) and Kirsten Rhodes (kirstenrhodes@foxfieldraces.com).

To apply, please send your CV/resume with a letter detailing your previous experiences to Kelsey Cox (kelseycox@foxfieldraces.com) and Kirsten Rhodes (kirstenrhodes@foxfieldraces.com). All candidates will be interviewed in person at the Foxfield Racing office.