



# 2024 Allied Industries Mentorship (AIM) Collegiate Internship

## NMCGA ALLIED INDUSTRIES COMMITTEE

### Summary/Requirements:

The NMCGA Allied Industries Committee will offer collegiate students the opportunity to see and assist in all aspects of event planning and management. Interns will be given the opportunity to network with industry leaders and NMCGA committee and board members. Qualified candidates will be challenged to assist NMCGA staff in the organization's daily activities during the meeting and trade show. This intern position will be located at Hotel Albuquerque in Albuquerque, New Mexico during the New Mexico Cattle Growers Joint Stockmen's Convention. Candidates must be enrolled in an accredited college or university. An agriculture degree is not required; however, preference may be given to candidates pursuing an agriculturally related degree.

### Responsibilities to Include (but are not limited to):

- Assist at the NMCGA booth and overall event management
  - o Onsite registration for the meeting
  - o Set up, organize, and maintain NMCGA merchandise
  - o Distribute registration packets
  - o Assist in preparation for all trade show meals and other event social activities
- Operate audio and visual for NMCGA meetings and speakers
- Assist in event communication with all vendors and attendees
- Assist in all media interaction (Facebook, onsite videographer, etc.)
  - o May be required to use personal phone, laptop, or camera.
- Assist/network with trade show vendors
- Help enter and coordinate items in the NMCGA silent auction
- Assist in signage placement throughout the facility
- Attend NMCGA committee meetings
- Assist in event cleanup and booth teardown

### Internship Timeline:

December 10 – 14, 2024. Interns will be requested to report to Hotel Albuquerque by 4 pm (MST) on December 10, 2024.

### Application Deadline:

October 15, 2024

### NMCGA will provide:

Hotel Room (possibly will be shared by interns)

Meals

NMCGA logoed shirt for each day of convention

Mail complete applications to:

NMCGA

PO Box 850 Moriarty, NM 87035

Any additional questions can be directed to the NMCGA Office by calling 505-247-0584.



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## Personal Information

Full Legal Name (last, first, middle): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Relationship: \_\_\_\_\_

Age: \_\_\_\_\_

## Education, Honors, & Involvement

Educational Institution you currently attend: \_\_\_\_\_

Planned major/field of study: \_\_\_\_\_

Years completed: \_\_\_\_\_

Academic Honors:

Extracurricular Activities, Clubs, or Organizational Involvement:

OFFICE USE ONLY - Application # \_\_\_\_\_

