



COMMUNICATIONS AND MEDIA INTERNSHIP

Position Type/Location:

Seasonal Unpaid Internship (April 9 - April 19)
Conroe, Texas - Montgomery County Fairgrounds

Position Summary:

The Montgomery County Fair Association (MCFA) is looking for a Communications & Media Intern that will support daily marketing, media relations, and digital communications during the Fair & Rodeo. This hands-on role offers real-world experience in event marketing, journalism, photography, social media management, and public relations. This role will play a key role in capturing and sharing stories that highlight our mission to champion the youth of Montgomery County.

Key Responsibilities & Daily Tasks

Writing Support

- Identify notable stories happening on the fairgrounds
- Work independently to conduct interviews and create story drafts
- Collaborate with Marketing Coordinator to edit and publish stories to the MCFA website
- Create Press Releases to send to local news outlets to highlight notable events

Social Media Support

- Create and schedule social media posts alongside Marketing Coordinator
- Assist with gathering content for social media posts
- Assist with live event coverage
- Maintain consistent branding and messaging

Newsletter & Internal Communications

- Produce a daily Fair newsletter for vendors and internal distribution
- Create promotional email newsletters throughout the Fair

Other Tasks

- Assist Photography Committee as needed
- Collaborate with Marketing Coordinator to identify new marketing and social media ideas

Required Qualifications

- Currently enrolled in a Communications, Marketing, Journalism, Public Relations, or related program
- Strong writing and communication skills
- Basic photography experience
- Ability to work in a fast-paced event environment

Preferred Qualifications

- Familiar with MailChimp, Canva and/or Adobe Creative Suite
- Familiar with AP Style writing
- Interest in agriculture, livestock, rodeo, or community events

Application Instructions

Please submit resume, references, writing sample or portfolio (if available), and brief statement of interest to:

Madison Harris

Marketing and Community Outreach Coordinator

Madison@mcfa.org

Email Subject: MCFA Internship Application