



NATIONAL BISON ASSOCIATION

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National Bison Association Winter Conference – Conference Internship Opportunity

Event: Conference Registration Support

Location: Hilton City Center Hotel and Conference Center, Denver, CO

Compensation: Free full conference registration (valued at \$700)

Supervisor: Adam Ulbricht, National Bison Association (adam@nationalbison.org)

Overview

The National Bison Association is seeking motivated, detail-oriented college students to serve as Conference Interns during the opening days of the Winter Conference. Interns will support Adam Ulbricht in managing attendee registration—one of the most important operational components of the event. Students will gain hands-on experience in event logistics, hospitality, attendee engagement, and nonprofit operations while supporting a national agricultural organization and its mission.

Role & Responsibilities

Interns will work as part of a coordinated event team to ensure smooth, accurate, and welcoming conference registration operations. Responsibilities include:

Registration Desk Support

- Welcome attendees and provide a warm, professional first point of contact.
- Assist Adam Ulbricht with verifying registrations and distributing name badges, packets, and materials.
- Maintain an orderly flow at the check-in area and help direct attendees to sessions, meals, and exhibitor spaces.

Materials & Data Management

- Organize registration packets, signage, and conference materials.
- Support accurate recordkeeping and attendee tracking.
- Assist with troubleshooting missing registrations or on-site adjustments.

Time Commitment

- Wednesday, January 20, 2027: 2:30 PM – 5:30 PM
- Thursday, January 21, 2027: 7:30 AM – 9:00 AM
- Optional additional opportunities may be available for students seeking more experience throughout the conference.

Ideal Candidates

- College students interested in event management, nonprofit work, agriculture, hospitality, or communications.
- Comfortable working in a fast-paced environment with strong attention to detail and computer proficiency.
- Professional, friendly, and reliable—team players who enjoy helping people.

Benefits

- Full complimentary registration to the National Bison Association Winter Conference (value: \$700).
- Networking with industry leaders, producers, conservation partners, and national organizations.
- Real-world experience in event operations and attendee engagement.
- A meaningful role supporting bison stewardship, rural communities, and agricultural education.