



NATIONAL BISON ASSOCIATION

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National Bison Association Winter Conference – Conference Internship Opportunity

Event: Thursday Night “Fun” Auction & Gala

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

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

Supervisor: Karen Conley, National Bison Association (karen@nationalbison.org)

Overview

The National Bison Association is seeking motivated, detail-oriented college students to serve as **Conference Interns** during our Thursday night auction and gala—the largest fundraising event of the Winter Conference supporting bison stewardship education, scholarships and research. Interns will gain hands-on experience in event operations, hospitality, donor engagement, and nonprofit fundraising 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 auction operations. Responsibilities include:

- **Silent Auction Setup & Management**
 - Assist with organizing, staging, and displaying auction items.
 - Ensure bid sheets are placed correctly and pre-filled with standardized bid increments.
 - Monitor active auction tables to help guests place bids properly and maintain orderly flow.
- **Guest Check-In & Check-Out Support**
 - Welcome attendees, verify registration, and assist with bidder number distribution.
 - Clerk silent auction bids and support accurate recordkeeping.
 - Assist with checkout stations and work as “runners” to retrieve purchased items for guests.
- **Special Stations & Event Flow**
 - Staff the “Buy It Now” wine station (one dedicated intern- must be 21 or older).
 - Provide general event support, answer attendee questions, and help maintain a positive guest experience.
- **Auction Runners**
 - Retrieve items for winning bidders and deliver them to checkout stations.
 - Support the auction team with quick, accurate movement of goods.

Time Commitment

- **Thursday afternoon and evening**, January 21, 2027
- Approximately **4–6 hours**, including setup, active auction support, and checkout.

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 nonprofit fundraising.
- A meaningful role supporting bison stewardship, rural communities, and agricultural education.