


Administration Summer Student (Seasonal | June–August 2026)

 Medicine Hat Exhibition & Stampede

Come be part of the excitement!

As a strong pillar of our community, the Medicine Hat Exhibition & Stampede is dedicated to enriching the lives of all patrons who attend our events and facilities. During your time with MHES, you will gain **behind-the-scenes access** to the planning and preparation that brings our major events to life.

We are seeking a motivated **Administration Summer Student** to join our office team for a temporary, seasonal position running **June through August**. This role is ideal for a student **returning to school** who is looking to gain valuable real-world office and customer service experience.

Position Overview

Support the day-to-day operations of our main office while assisting customers, committees, and internal departments in a fast-paced, professional environment.

Primary Duties

- Greet visitors and provide front-line customer service
- Answer and direct phone calls, emails, and inquiries
- Assist with ticket sales and general office support
- Prepare documents, forms, and marketing materials
- Provide administrative support to committees and staff
- Assist with office equipment and basic technical troubleshooting

Ideal Candidates

- Are **returning to school** after summer employment
- Possess strong customer service and communication skills
- Are organized, motivated, and detail-oriented
- Can multitask in a fast-paced office environment
- Are comfortable using computers and office equipment

Requirements

- Returning student status
- Professional attitude and strong work ethic
- Ability to work independently and as part of a team
- Reliability and flexibility during peak event periods

- Training provided

 **Apply by submitting your resume to:**
mhstampede@mhstampede.com

Only candidates selected for an interview will be contacted.