



SPONSORSHIP INTERN

Reports to: Sponsorship Activation Manager
Position Status: Intern (paid)

Possible Start Date: September 2016
Possible End Date: May 2017

About the San Antonio Stock Show & Rodeo:

Established in 1949, The San Antonio Stock Show & Rodeo has grown to be one of the largest and most prestigious single events in the city, with over 2 million visitors entering the grounds each year. The success of the organization is attributed to over 6,000 volunteers who give countless hours to the organization. With community, donor and volunteer support the organization has donated over \$170 million to the youth of Texas through scholarships, grants, endowments, auctions, a calf scramble program and show premiums. For more information, visit www.sarodeo.com.

Position Summary:

Sponsorship Interns will assist the Sponsorship and Marketing Department with accurate preparation, execution and follow up of all contractual obligations affiliated with the San Antonio Stock Show & Rodeo events. Interns will interact with sponsors, staff members, vendors, volunteers and consumers before, during and after the 2017 Rodeo. They will lead the charge in the development of reports, also referred to as Proof of Performances or Sponsorship Recap Reports, which will outline the fulfillment of commitments to sponsors.

The Sponsorship Intern responsibilities may include, but not limited to the following:

- Assisting the Director of Corporate Relations & Sponsorship and/or the Sponsorship Activation Manager with sponsorship contracts.
- Provide administrative support in preparation for the 2017 Stock Show & Rodeo.
- Lead the fulfillment of all sponsor hospitality needs (i.e. tickets, parking, and credentials etc.)
- Implement the setup, execute, and breakdown (defined as Event Production) on various sponsorship assets (i.e. promotions, PA scripts, advertisements etc.)
- Develop and assist with the development of sponsorship reports.
- Additional duties as assigned.

Required Skills, Education & Qualifications:

- Currently seeking and/or has obtained a Bachelor's Degree in Marketing, Communications and/or Public Relations.
- Microsoft Office experience required (i.e. Access, Outlook, Word, Excel and PowerPoint).
- Photoshop experience required.
- High Stamina for long days.
- Detail-oriented.
- Friendly demeanor even when tired & under pressure.
- Excellent communication skills.
- Takes initiative to problem solve.
- Prompt and punctual.
- Able to carry/lift/handle 10-15 pounds.
- Flexible schedule.
- Ability to work in fast pace environment and under pressure.
- Strong organizational and time management skills.
- Must have reliable transportation.
- Event planning experience is a benefit, but not required.

Schedule Availability:

- Available September 2016-May 2017
 - Pre-Rodeo (September-December)- Available Monday-Friday
 - Pre-Rodeo (January-mid-February)- Available Monday-Saturday, January 1-February 8, 2017 (including selected Sat. mornings)
 - Rodeo- Available Monday-Sunday, February 9-26, 2017 (7 days a week)
 - Post Rodeo (late February-April 30)- Available Monday-Friday

Note: Internship scheduling will be discussed and negotiated during the application/interview process with the suggested dates listed above in mind.

To apply, send cover letter and resume to Gretchen Luistro-Bernal via email gretchen@sarodeo.com with "**Sponsorship Intern**" as the subject line.