**SPONSORSHIP INTERN**

Reports to: Gretchen Luistro-Bernal, Sponsorship Activation Manager  
Position Status: Intern (paid)  
Possible Start Date: October 2015  
Possible End Date: April 2016

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 1.5 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 $160 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](http://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 2016 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 2016 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:

- Seeking or obtain 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:
- Pre-Rodeo - Available Monday-Saturday, January 1-February 10, 2016 (selected Sat. mornings)
- Rodeo - Available Monday-Sunday, February 11-28, 2016 (7 days a week)
- Post Rodeo - Available Monday-Friday, February 29-March 31, 2016.

Note: Internship scheduling can 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 subject line.