

Rodeo Austin®

2016-2017 Internship Opportunities



More than \$74,000 in internships offered!
31 positions available



Currently accepting applications



Rodeo Austin

2016-2017 Internships

INTERNSHIP REQUIREMENTS: Interns are critical members of Team Rodeo Austin. Interns are responsible for their own transportation, room and board. Interns may work long hours in varying conditions. Some job duties and projects will have physical demands. Interns will work outside on fairgrounds during set-up, event and teardown.

ACTS AND EXHIBITS INTERNSHIP

POSTING #: 01

START DATE: JANUARY 9, 2017

END DATE: MARCH 31, 2017

STIPEND: \$1,250/MONTH

POSITIONS: 1

JOB REQUIREMENTS: Applicants should have interest in event coordination. Applicants should have basic knowledge of Microsoft Word and Excel programs. Applicants must be friendly, organized, resourceful and able to handle strong personalities. Applicants must have a strong work ethic and a positive attitude. 40+ hours per week.

DUTIES AND RESPONSIBILITIES:

- Assist Exhibits Coordinator in office and on fairgrounds
- Assist with contracting and executing commercial vendor agreements
- Collect and record vendor insurance and permits
- Provide customer service and troubleshooting for vendors and fairgrounds attractions (i.e. pig races, petting zoo, etc.) during fair and rodeo
- Assist with contracting and facilitating more than 50 local bands for the Outdoor Stage and 100X Club
- Assist with event management of Miss Rodeo Austin Scholarship Contest
- Assist with event management of Gala (black-tie fundraiser) Silent and Live Auctions
- Maintain database for Silent and Live Auction items

TICKETS AND EVENTS INTERNSHIP

POSTING #: 02

START DATE: JANUARY 9, 2017

END DATE: MARCH 31, 2017

STIPEND: \$1,250/MONTH

POSITIONS: 1

JOB REQUIREMENTS: Applicants should have interest in event coordination, ticket sales and working in a customer service role. Internship will require work with marketing, entertainment and sponsorship departments on a regular basis. Applicants should have basic knowledge of Microsoft Word and Excel programs. Applicants must have a strong work ethic and a positive attitude. 40+ hours per week.

DUTIES AND RESPONSIBILITIES:

- Assist Ticket Coordinator in office and on fairgrounds
- Assist Ticket Coordinator with event planning and logistics as directed for Rodeo Austin Gala

- Responsible for ticket staff scheduling
- Assist with taking ticket orders over the phone
- Lead generation through cold calling
- Assist with tracking ticket sales and reporting
- Assist with the distribution of credentials
- Assist with fulfillment of ticket orders (mail outs, will call, thank you letters, etc.)
- Assist with ticket operation on fairgrounds including signage placement and Xtreme Seat logistics

COMPETITIONS INTERNSHIP

POSTING #: 03

START DATE: JANUARY 9, 2017

END DATE: MARCH 31, 2017

STIPEND: \$1,250/MONTH

POSITIONS: 2

JOB REQUIREMENTS: Applicants should have knowledge of livestock and/or horse shows. Applicants should have basic knowledge of Microsoft Office. Preference given to applicants enrolled in or having graduated with an agriculture-related major/degree. Applicants must have a strong work ethic and a positive attitude. 40+ hours per week.

DUTIES AND RESPONSIBILITIES:

- Assist Competitions Coordinator in office and on fairgrounds
- Assist with overall management of the Open Livestock, Junior Livestock, Horse Shows and Youth Western Art Show
- Maintain all show records within Competitive Events database
- Assist with data entry (entry processing, results input, etc.)
- Coordinate Avenue of Breeds display
- Assist with the Ultimate Scramble Championship
- Assist with preparation of materials for shows (judges' books, awards, etc.)
- Assist with all Competitive Events mail outs (exhibitor information, passes, etc.)
- Assist with setup of the Show Barn and work with volunteers and temporary personnel (logistics, pen layout, etc.)

SPONSORSHIP AND SPORTS INTERNSHIP

POSTING #: 04

START DATE: JANUARY 9, 2017

END DATE: MARCH 31, 2017

STIPEND: \$1,250/MONTH

POSITIONS: 1

JOB REQUIREMENTS: Applicants should have interest in sponsorship and sports management. Applicants should have strong organizational skills and attention to detail. Applicants should have basic knowledge of Microsoft Office. Proficiency in Adobe Creative Suite and/or Final Cut Pro considered a plus. Applicants should excel in verbal and written communications and have a strong work ethic. 40+ hours per week.

DUTIES AND RESPONSIBILITIES:

- Assist Sponsorship Coordinator in office and on fairgrounds
- Assist with sign inventory, development and placement
- Assist with fulfillment and delivery of all sponsor benefits
- Oversee Mutton Bustin' registration

- Assist with Rodeo production
- Produce daily Rodeo contestant schedules (day sheets)
- Collect and post Rodeo results to RodeoAustin.com
- Assist with coordination of Rodeo Committee
- Assist with coordination of mainstage entertainment as needed

MEMBERSHIP INTERNSHIP

POSTING #: 05

START DATE: JANUARY 9, 2017

END DATE: MARCH 31, 2017

STIPEND: \$1,250/MONTH

POSITIONS: 1

JOB REQUIREMENTS: Applicants should have basic knowledge of Microsoft Word and Excel. Applicants must be highly organized, resourceful, able to multi-task and adept at working with different personalities. Applicants must have a strong work ethic and a positive attitude. 40+ hours per week.

DUTIES AND RESPONSIBILITIES:

- Assist with coordination and communication of 1,000+ volunteers
- Primary liaison between volunteers and the Rodeo Austin Office
- Responsible for fulfilling membership benefits and maintenance of official volunteer database
- Upkeep and tracking of volunteer credentials
- Collaborate with the Ambassadors Committee on membership efforts including but not limited to recruitment, retention and new member orientation initiatives
- Assist with filing, mail outs, answering phones, etc.
- Assist Assistant to the CEO as needed with special projects
- Reports to the Assistant to the CEO

MARKETING INTERNSHIP

POSTING #: 06

START DATE: JANUARY 9, 2017

END DATE: MARCH 31, 2017

STIPEND: \$1,250/MONTH

POSITIONS: 2

JOB REQUIREMENTS: Applicants should have interest in event marketing and communications. Applicants must have basic knowledge of Microsoft Office, InDesign, and Adobe Creative Suite. Applicants must be familiar with AP style and writing press releases. Experience with Final Cut Pro considered a plus. Applicants must have a strong work ethic and a positive attitude. 40+ hours per week.

DUTIES AND RESPONSIBILITIES

- Assist Marketing Coordinator and Graphics Coordinator in office and on fairgrounds
- Assist in updating RodeoAustin.com with fresh and engaging content
- Assist with social media campaign prior to and during event
- Create video content for social media
- Draft daily news releases during event
- Contact, host and escort media during event
- Assist with registration and event coordination of Rodeo Rumble and School Tours programs
- Assist with coordination of Bullet Proof, Ambassadors and Cowboy Breakfast Committees

OPERATIONS INTERNSHIP (LABOR)

POSTING #: 07

START DATE: JANURARY 9, 2017

END DATE: MARCH 31, 2017

STIPEND: \$2,000/MONTH

POSITIONS: 4

JOB REQUIREMENTS: Applicants should have interest in event coordination and must have working knowledge of heavy equipment operation and various hand tools. Applicants must be willing to work in all weather conditions. Applicants are preferred to have completed a minimum of 30 hours of course work within an Agricultural or Construction related degree plan. 40+ hours per week.

DUTIES AND RESPONSIBILITIES

- Coordinate and assist with distribution of supplies and equipment to all committees
- Assist with all construction related projects (i.e. carpentry, welding, plumbing, painting, etc.)
- Assist with implementation of service vendor contract specifics as directed (i.e. fence installation, sign installation, waste management, labor, etc.)
- General labor support including but not limited to:
 - Performing general physical activities, handling and moving objects (must be able to lift 100 lbs), controlling machines and processes, monitor materials and surroundings, repairing and maintaining equipment)
- Safely operate heavy equipment including but not limited to:
 - Skid steer loader, forklift, extended lift forklift, boom lift, scissor lift, water truck, IT loader, tractor, utility vehicle, arena conditioner, flatbed trailer, livestock trailer, backhoe, front end loader, shredder/mower

OPERATIONS INTERNSHIP (ADMINISTRATION)

POSTING #: 08

START DATE: JANURARY 9, 2017

END DATE: MARCH 31, 2017

STIPEND: \$1,250/MONTH

POSITIONS: 1

JOB REQUIREMENTS: Applicants should have basic knowledge of Microsoft Word and Excel Programs. Applicants must be friendly, extremely organized, resourceful and able to handle strong personalities. Applicants must be quick thinker and have solid work ethic. 40+ hours per week.

DUTIES AND RESPONSIBILITIES

- Assist with all administrative operations duties
- Assist with service vendor contracts (radios, security, parking, etc.)
- Assist with payment of invoices, ordering of supplies
- Coordinate equipment check in and check out process
- General office duties such as answering phones, responding to emails and greeting office guests

OFFICE MANAGEMENT INTERNSHIP

POSTING #: 09

START DATE: JANURARY 9, 2017

END DATE: MARCH 31, 2017

STIPEND: \$1,250/MONTH

POSITIONS: 2

JOB REQUIREMENTS: Applicants must have basic understanding of Microsoft Word, Excel and PowerPoint. Applicants must be detail oriented, have an outgoing attitude and strong organization skills. Applicants must be quick to learn and are able to work long hours. 1+ years of work-related experience is preferred.

DUTIES AND RESPONSIBILITIES

- Coordination of front office/lobby/supply room/break room
- Welcome guests and distribute all incoming calls
- Coordinate with postage carrier and monitor Info@RodeoAustin.com
- Order office and copier supplies
- Assist with phone company and tech company when needed

SHOW OFFICE INTERNSHIP

POSTING #: 10

START DATE: MARCH 11, 2017

END DATE: MARCH 25, 2017

STIPEND: \$100/DAY

POSITIONS: 2

JOB REQUIREMENTS: Applicants should have knowledge of livestock and/or horse shows and must be enrolled in college. Preference is given to Agriculture majors. Applicants must work well under pressure and have strong customer service skills. 40+ hours per week.

DUTIES AND RESPONSIBILITIES

- Facilitate Show Office check-in and distribution of weight cards and disposition forms
- Provide general information and customer service to exhibitors and fairgoers
- Assist with shifts in Show Office
- Work under the direction of Competitions Coordinator and Show Office Volunteer Leadership

AVENUE OF BREEDS INTERNSHIP

POSTING #: 11

START DATE: Week 1: MARCH 11, 2017
Week 2: MARCH 18, 2017

END DATE: Week 1: MARCH 18, 2017
Week 2: MARCH 25, 2017

STIPEND: \$100/DAY

POSITIONS: 2/WEEK

JOB REQUIREMENTS: Applicants should have an understanding of livestock and must be enrolled in college. Preference is given to Agriculture majors. Applicants must possess strong communication skills and a willingness to work long hours.

DUTIES AND RESPONSIBILITIES

- Responsible for care and feeding of livestock displayed in the Avenue of Breeds
- Provide educational information at exhibit to fairgoers
- Distribute information and promotional materials
- Work in conjunction with university partners
- Work under the supervision of the Competitions Coordinator, Competitive Events Volunteer Leadership and Official Show Veterinarians

HORSE SHOW INTERNSHIP

POSTING #: 12

DATES: MARCH 11 & 12, 2017; MARCH 16 & 17

STIPEND: \$300

POSITIONS: 4

JOB REQUIREMENTS: Applicants should have an understanding of showing horses. Applicants must be enrolled in college, with preference given to Equine Science/Industry focus or major. Preference is given to applicants with ring stewarding and scribing experience. Applicants must wear arena appropriate attire during internship (button-up shirt, clean boots and professional jeans or pants, cowboy hat optional). Applicants must possess a willingness to work long hours.

DUTIES AND RESPONSIBILITIES

- Assist with overall management of Gold Stirrup (11 & 12) and AQHA/APHA Youth Show (16 & 17)
- Assist with show check-in and stalling
- Prepare awards for show
- Assist volunteers of the show
- Ensure Show Barn is clean and stalls are arranged in appropriate manner for respective shows
- Work under supervision of Competitions Coordinator and Show Management to produce respective shows

LIVESTOCK JUDGING INTERNSHIP

POSTING #: 13

START DATE: MARCH 14, 2017

END DATE: MARCH 25, 2017

STIPEND: \$100/DAY

POSITIONS: 1

JOB REQUIREMENTS: Applicants should have an understanding of showing livestock and livestock judging contests. Applicant must be enrolled in college. Applicant must possess a willingness to work long hours.

DUTIES AND RESPONSIBILITIES

- Assist with overall management of 4-H/FFA Livestock Judging Contest
- Provide all care and oversight for judging contest livestock
- Ensure Show Barn is clean and pens are arranged in appropriate manner
- Work under supervision of Competitions Coordinator, Superintendent and Judging Contest Volunteer Leadership to produce contest

LIVESTOCK INTERNSHIP – LAMB & GOAT

POSTING #: 14

START DATE: MARCH 18, 2017

END DATE: MARCH 19, 2017

STIPEND: \$100/DAY

POSITIONS: 2

JOB REQUIREMENTS: Applicants should have an understanding of showing livestock and must be enrolled in college. Applicants must possess a willingness to work long hours. Applicants must wear arena appropriate attire during internship (blazer, button-up shirt, clean boots and professional jeans or pants).

DUTIES AND RESPONSIBILITIES:

- Assist with overall management of the Market Lamb and Goat Show
- Work under supervision of Show Superintendents to produce show
- Assist with loading and unloading of all livestock
- Assist volunteers of the show
- Ensure Show Barn is clean and pens are arranged in appropriate manner

LIVESTOCK INTERNSHIP – BOER GOAT**POSTING #:** 14**START DATE:** MARCH 23, 2017**END DATE:** MARCH 24, 2017**STIPEND:** \$100/DAY**POSITIONS:** 2

JOB REQUIREMENTS: Applicants should have an understanding of showing livestock and must be enrolled in college. Applicants must possess a willingness to work long hours. Applicants must wear arena appropriate attire during internship (blazer, button-up shirt, clean boots and professional jeans or pants).

DUTIES AND RESPONSIBILITIES:

- Assist with overall management of the Open and Youth Boer Goat Show
- Work under supervision of Show Superintendents to produce show
- Assist with loading and unloading of all livestock
- Assist volunteers of the show
- Ensure Show Barn is clean and pens are arranged in appropriate manner

AUCTION INTERNSHIP**POSTING #:** 15**START DATE:** MARCH 22, 2017**END DATE:** MARCH 25, 2017**STIPEND:** \$400**POSITIONS:** 1

JOB REQUIREMENTS: Applicants should have basic understanding of showing livestock and auctions. Applicant must be enrolled in college and have a strong knowledge of Microsoft PowerPoint. Applicant must wear professional attire during Auction. Applicants must be quick to learn and willing to work long hours.

DUTIES AND RESPONSIBILITIES

- Assist with development of Sale Order for the Youth Auction
- Create extensive PowerPoint presentation used during Youth Auction
- Assist with the set-up of the Auction
- Assist with management of service providers (i.e. concessions, sound/light, decorator, etc.)
- Coordinate delivery of all supplies to the Auction
- Work under supervision of Department Manager and Youth Auction Volunteer Leadership