



Reports to: Sponsorship Activation Manager Possible Start Date: September 2017
Position Status: Intern (paid) Possible End Date: May 2018

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 this 501 c3 non-profit 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 \$186 million to the youth of Texas through scholarships, grants, endowments, auctions, and a calf scramble program and show premiums. For more information, visit www.sarodeo.com.

Position Summary:

Under the direction of the Sponsorship Activation Manager, the Sponsorship & Event Planning Intern will assist the Marketing & Sponsorship Department with preparation, execution and follow up to all contractual sponsorship obligations affiliated with various San Antonio Stock Show & Rodeo events and fundraisers. Intern position will interact and network with sponsors, staff members, vendors, volunteers and guests. The position will lead the charge in the development of reports, also referred to as Sponsorship Recap Reports. The Sponsorship & Event Planning Intern will perfect his/her organization skills, communication skills, the ability to multi-task, attention to detail focus and the ability to work in a fast pace environment.

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

- Assisting the Director of Corporate Relations & Sponsorship and the Sponsorship Activation Manager with sponsorship reports and research
- Provide administrative support in preparation for the 2018 Stock Show & Rodeo season
- Implement the setup, execute, and breakdown (defined as Event Production) on various sponsorship assets
- Additional duties as assigned

Required Education, Skills & Qualifications:

- Currently seeking and/or has obtained a Bachelor’s Degree in Marketing, Communications and/or Public Relations
- Microsoft Office experience required (i.e. Outlook, Word, Excel, PowerPoint and Access)
- Photoshop experience required
- Strong organizational skills
- Strong time management skills
- Must have reliable transportation
- Ability to work independently and on a team
- Detail Oriented
- Excellent communication skills
- Takes initiative to problem solve
- Able to carry/lift/handle 10-15 pounds
- Ability to work under pressure in fast pace environment
- Ability to maintain a positive attitude under pressure
- Event planning experience is a plus

Schedule Availability:

- Available September 2017-May 2018
 - September-December, March-April (20 hours per week)
 - January (30 hours per week)
 - February (38 hours per week)

Note: Supervising Manager will work with student’s schedule. Internship scheduling will be discussed during the application/interview process with the suggested dates and hours 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.