

Rodeo Austin®

2020 Spring
Internship Opportunities



12 Positions Available

Additional short-term livestock internships for March will be posted this fall.





Rodeo Austin

2020 Spring Internships

**Internship credit hours are available by request*

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. All spring semester-length internships are 40+ hours a week. Positions will require night and/or weekend work during special events and during the fair and rodeo. Some job duties and projects will have physical demands. All interns will work outside on fairgrounds during set-up, event and teardown.

ACTS AND EXHIBITS INTERNSHIP

POSTING #: 01

START DATE: January 13, 2020

END DATE: April 2, 2020

RATE: \$8.00/HOUR

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 and food vendor agreements
 - Ensure all vendors and acts have submitted required paperwork for event – insurance, permits, payment, etc.
 - Provide customer service and troubleshooting for vendors and fairgrounds attractions (i.e. pig races, petting zoo, etc.) during fair and rodeo
 - Office administration - filing, answering office phone, making copies, etc.
 - Assist with event management of the Gala's silent and live auctions
 - Maintain database for silent and live Auction items
 - Assist with creating descriptions and displays for each package.
- Assist with 100X Dance Hall and Hospitality Committees

COMPETITIVE EVENTS INTERNSHIP

POSTING #: 02

START DATE: JANUARY 6, 2020

END DATE: APRIL 2, 2020

RATE: \$8.00/HOUR

POSITIONS: 2 AVAILABLE

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.

DUTIES AND RESPONSIBILITIES:

- Assist Livestock Coordinator in office and on fairgrounds
- Assist with overall management of the Open Livestock, Junior Livestock, and Horse Shows
- 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 processing show entries and help 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.)

EVENT LOGISTICS INTERNSHIP**POSTING #: 03****START DATE:** JANURARY 13, 2020**END DATE:** APRIL 17, 2020**RATE:** \$8.00/HOUR**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 need to be willing to work outside in the elements while being a quick thinker and having a solid work ethic.

DUTIES AND RESPONSIBILITIES

- Assist Event Logistics Coordinator in office, warehouse and on fairgrounds
- Assist with all administrative operational duties
- Assist with contracting and execution of all service vendor contracts (radios, security, parking, EMS, etc.)
- Coordinate all equipment/tool check-in and check-out process
- Staff seasonal operations office in warehouse
 - Troubleshooting with service vendors and Operations Committee members and staff
- Registration management for BBQ Austin (over 130 teams)
- Assist with multiple volunteer committee including BBQ Austin and Operations.

GRAPHICS DESIGN & MARKETING INTERNSHIP**POSTING #: 04****START DATE:** DECEMBER TBD, 2019**END DATE:** APRIL 2, 2020**RATE:** \$8.00/HOUR**POSITIONS:** 1

JOB REQUIREMENTS: Applicants should display enthusiasm for visual communications, interest in event marketing and a strong eye for detail. Applicants should have strong time management skills and possess the ability to work in a fast-paced environment. Applicants should be proficient in Adobe Creative Suite, including programs such as InDesign, Photoshop and Illustrator. Knowledge of Premiere and Final Cut Pro a plus and Microsoft Office to include PowerPoint, Word and Excel. In addition to following the application guidelines, applicants must submit a link to a portfolio displaying creative works that demonstrate a strong grasp of design concepts via print and digital projects (video a plus).

DUTIES AND RESPONSIBILITIES

- Assist the in-house Graphics Coordinator with the creation of graphics and design layouts for print ads, flyers, banners, emails, invitations, website, videos and social media.
- Collaborate with the marketing team to support campaigns and offer design solutions.
- Assist the marketing department in digital asset management, including organizing and categorizing the department's photographic, video, and digital media.
- Understand and adhere to production timelines and brand guidelines
- Applicants must have a strong work ethic and a positive attitude.
- Assist with Rodeo Austin grassroots marketing and PR efforts

MARKETING INTERNSHIP

POSTING #: 05

START DATE: JANUARY 6, 2020

END DATE: APRIL 2, 2020

RATE: \$8.00/HOUR

POSITIONS: 1

JOB REQUIREMENTS: Applicants should have interest in event marketing and communications. Applicants must have basic knowledge of Microsoft Office, InDesign, and Adobe Creative Suite. Knowledge of Final Cut Pro a plus. Applicants must have a strong work ethic and a positive attitude.

DUTIES AND RESPONSIBILITIES

- Assist Marketing Coordinator in office and on fairgrounds
- Assist with creative and media planning
- Update RodeoAustin.com with engaging content
- Assist with social media campaign
- Create graphics for social media and print
- Edit press releases
- Manage social media feedback
- Research marketing strategies and opportunities
- Assist with Rodeo Austin grass roots marketing and PR efforts
- Assist Marketing Coordinator with local media outreach and onsite at events

OPERATIONS INTERNSHIP (LABOR)

POSTING #: 06

START DATE: JANUARY 6, 2020

END DATE: APRIL 10, 2020

RATE: \$12.00/HOUR

POSITIONS: 3 AVAILABLE

JOB REQUIREMENTS: Applicants should have interest in event coordination and must have working knowledge of heavy equipment operation and various hand tools. Applicants should be self-starters and be able to work with volunteers. 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.

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

SPORTS AND SPONSORSHIP INTERNSHIP

POSTING #: 07

START DATE: JANUARY 6, 2020

END DATE: APRIL 2, 2020

RATE: \$8.00/HOUR

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.

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 and deliverables at all events
- Oversee on-site sponsor activations
- 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, Mutton Bustin' and Backstage Committees
- Assist with the Junior Leader Program
- Assist with Rodeo Austin grassroots marketing and PR efforts

TICKETS AND EVENTS INTERNSHIP

POSTING #: 08

START DATE: JANUARY 6, 2020

END DATE: APRIL 2, 2020

RATE: \$8.00/HOUR

POSITIONS: 1

JOB REQUIREMENTS: Applicants should have an interest in ticketing, event planning, customer service, data analysis, or business management. Applicants should have basic knowledge of Microsoft Office programs; Creative Cloud experience is a plus. Applicants must have a strong work ethic, positive attitude, be organized, and be poised and professional under pressure.

DUTIES AND RESPONSIBILITIES:

TICKETING

- Fulfillment of ticket orders, including sales, processing, and delivery
- Assist in the development and implementation of ticket marketing and promotions
- Support for website and e-blast management for ticketed events
- Assist with tracking and reporting ticket sales data

EVENT PLANNING

- Oversee departmental adherence to marketing schedules and other deadlines
- Assist with contracting and managing vendors
- Processing of department orders, including signage, equipment, credentials, decorations, etc.
- Assist with management of ticket staff, including onboarding, scheduling, and training

DEVELOPMENT

- Assist with scholarship payment processing
- Assist with scholarship donor recognition and development

YOUTH EVENTS & AUCTIONS INTERNSHIP

POSTING #: 09

START DATE: JANUARY 6, 2020

END DATE: APRIL 30, 2020

RATE: \$8.00/HOUR

POSITIONS: 1

JOB REQUIREMENTS: Applicants should have a basic knowledge of livestock shows, excellent customer service skills and an interest in event planning and fundraising. Applicants should have a working knowledge of Microsoft Office programs. Applicants must have a strong work ethic, positive attitude, be organized, and be poised and professional under pressure.

DUTIES AND RESPONSIBILITIES

- Support Youth Auctions & Events and Exhibits Coordinator in office and on fairgrounds
- Staff Competitive Events/Acts & Exhibits seasonal office during fair and rodeo
 - Troubleshoot for acts and commercial vendors, answer department phone calls and emails
- Assist with special youth events as directed, including: Ultimate Scramble Championship, School Tours, Rodeo Rumble
- Gala and Youth Art Show
 - Enter silent auction items into the database, process Youth Art Show entries, assist with event preparation, execution and reconciliation
- Youth Auction
 - Assist with fulfillment of pre-committed buyer benefits, event preparation (assist with sale order and organizing sale PowerPoint,) execution and reconciliation (buyer invoices, exhibitor checks, thank you letter, etc.)