



## Field Operations Assistant

We are looking for a **Field Operations Assistant** to join our team and successfully, proficiently, safely and independently assist with the maintenance and repair of Rodeo Austin facilities and grounds year-round, including working on projects and logistics for the annual rodeo, carnival, fair, livestock show, and all offsite events. We need someone to act as team leader to seasonal employees, volunteers and vendors. Our Field Operations Assistant will maintain thorough knowledge of field operations processes and tasks, suggest improvements, and act as a knowledge resource for other team members. This is an opportunity to take on the challenge of working in a fast-paced, customer-driven non-profit; in an environment that is exciting, motivating, challenging and fun!

This is a full time, non-exempt, benefits eligible position on our team that is available immediately to the right candidate. The pay rate is \$19.23 per hour. The expected commitment will be 40 hours per week during regular business hours, and as needed on weekends during Rodeo Austin events.

### Who We Are:

Since 1938, Rodeo Austin has been a mission with a rodeo that has brought heritage and entertainment to our community. We are funded by a month-long real western experience held every March, where Rodeo-goers get to do things they can do nowhere else - including a ProRodeo, one-of-a kind concerts, a carnival and a livestock show. We are Rodeo Austin, a not-for-profit that provides real experiences and gritty fun to raise millions for Texas kids.

### What You'll Do:

- Perform facility maintenance tasks associated with at 13,000 square foot office building, and a 28,000 square foot operations workshop
- Perform grounds maintenance tasks associated with 40+ acres of property
- Support the set up and tear down of 180+ acres of a seasonal rodeo, fairgrounds, carnival, livestock show, and BBQ cookoff events
- Provide team leadership and support to seasonal temporary staff, volunteers and fair and rodeo operational service providers
- Assist with any special projects as assigned

### What You'll Need:

- High School Diploma or GED
- 1-2 years of prior industry-related experience
- Agricultural and/or construction experience a plus
- Work/Job Safety and accident prevention training and experience
- Working knowledge of heavy equipment operation
- Working knowledge of various hand tools
- A willingness to work in all weather conditions
- Ability to work weekends as needed
- Multitasking and time management skills
- Self-starter attitude and a process oriented mindset
- An interest in event coordination

- You're a quick learner; highly adaptive and proactive
- Excellent problem-solving, sound judgement and communication skills
- Strong work ethic

**Perks & Benefits:**

- Comprehensive Medical, Dental and Vision plans
- Wellness Program
- 401(k) Retirement Plan with Match
- Competitive Vacation Plan
- Summer Flex Fridays
- Robust Holiday Schedule
- The chance to be part of something bigger – a mission with a Rodeo raising millions for Texas kids

**Not sure if you Qualify?**

That's okay! if you're interested in the role and believe you could be a good fit, we encourage you to apply!

*Rodeo Austin is an equal opportunity employer, and we value diversity. All aspects of employment will be based on merit, competence, performance, and business needs.*

Please send cover letter, resume, and list of references to:  
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