



Seasonal Event Logistics Internship (Spring 2022)

We are looking for a Seasonal **Event Logistics Intern** to help us manage event logistics, BBQ Austin registration and service contracting in preparation for Rodeo Austin's 2022 BBQ Austin and 15-day fair and rodeo. 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 short-term, paid position for the Spring of 2022. The term is from January 10th through April 15th. The pay rate is \$10 per hour. The expected commitment will be 40 hours per week during regular business hours and extended hours during event time.

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:

- Manage BBQ Austin registration paperwork and work closely with the committee on event logistics and planning
- Assist Event Logistics Coordinator with management and implementation of service contracts including Radios, Security, Parking, EMS, Waste Water, Temporary Structures, and Heavy Equipment
- Assist with creating service contract schedules
- Assist with tracking and reporting service contract labor hours, labor change orders, and payroll
- Coordinate equipment check in/check out in the Eddie Ledesma Center (Rodeo Austin Event Headquarters)
- Support volunteers with the development and implementation of the Event Operations Plan
- Process operations request forms and fulfill committee needs during BBQ Austin & Rodeo
- Prepare and maintain the BBQ Austin online event page for RodeoAustin.com
- Receive and respond to event logistic inquiries via telephone and/or email
- Will be working in the elements and outside, will need to drive an ATV, manage the radio communication and be available to lift heavy items
- Assist the Event Logistics Coordinator with any special projects as assigned

What You'll Need:

- GED or high school diploma required; college degree preferred, but not required
- Strong interest and/or experience in event planning, customer service, data analysis and/or business management, contract management
- Proficiency in Microsoft Office programs, bonus points for experience with Excel or google docs
- A valid driver's license
- Excellent written and verbal communication skills
- A strong work ethic and a positive attitude
- To be detail-oriented and organized

- Ability to remain poised and professional under pressure
- Demonstrated ability to display discretion and maturity

Perks & Benefits:

- Hands-on, real-life experience to help you hone your talents in customer service, event planning, logistics, contract management
- This is an hourly position with a pay rate of \$10 per hour
- 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:

Alyssa Dotson, Event Logistics Coordinator
Rodeo Austin
9100 Decker Lake Rd
Austin, TX 78724
512-919-3001
Alyssa@RodeoAustin.com