



Ticket Coordinator

We are looking for a ***Ticket Coordinator*** to join our team and successfully execute and manage event ticket sales, assist in the development of ticket sales strategies, and effectively support the goals and profitability of the department. The Ticket Coordinator will collaborate as a valued member of the Rodeo Austin staff, effectively fostering and developing internal and external relationships, and favorably represent our culture. 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, exempt, benefits eligible position on our team that is available immediately to the right candidate. The expected commitment will be 40 hours per week minimum, with additional hours as needed to prepare for and execute Rodeo Austin events and related activities.

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:

- Promote and sell all public event tickets, including season tickets, group and corporate experiences, VIP parking, etc.
- Coordinate order processing, ticket delivery, pre-season and in-season promotions, and sales tracking/reporting
- Oversee and manage pre-season event logistics such as seasonal staffing plan, ticketing system infrastructure, and event credentials management
- Execute all onsite event ticketing operations including staffing decisions, ticket purchases, crowd management, and customer service
- Coordinate off-season gala fundraiser, including table sales, ticket delivery, guest list management, and sales tracking/reporting, as well as onsite event logistics with venue, production teams, volunteers, and staff
- Collaborate with other internal departments, executive and volunteer leadership, event officials, community and university partners, sponsors, members, and other stakeholders to assist in developing and implementing strategies to ensure the financial and overall success of the organization's projects and programs
- Serve as liaison to 3 volunteer committees in order to ensure program success
- Represent the organization at official functions and events and in other types of negotiations, networking events, or public relations activities
- Assist in recruitment, and supervision of an intern and/or ticket assistant during fall and spring seasons
- Create a public presence and maintain memberships and affiliations with trade/professional organizations related to the job and industry
- Support the mission and values of Rodeo Austin at all times
- Assist with any special projects as assigned

What You'll Need:

- Bachelors' degree in a related industry or field; 1-3 years of experience in an equivalent industry or field of knowledge preferred but not required (i.e. Event Management, Hospitality, or Business Management)
- Knowledge of sales, ticketing, or event marketing
- Prior experience with event logistics or program management with proven success
- Results-driven with ability to influence and effectively interact and communicate with cross-functional teams and internal and external customers
- Creative problem-solver with strong interpersonal skills and capacity to work both strategically and hands-on
- Ability to work both independently and in a team setting
- Proficiency (or strong aptitude for immediate proficiency) in a variety of industry business tools such as ticketing/POS systems, fundraising platforms, CRMS, Microsoft Office Suite, Adobe
- Ability to travel locally or overnight; up to 10%

Perks & Benefits:

- Comprehensive Medical, Dental and Vision plans
- Wellness Program
- 401(k) Retirement Plan with Match
- Competitive Paid Time Off 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:

Julie Beck, Rodeo Austin
9100 Decker Lake Rd
Austin, TX 78724
512-919-3035
Julie@RodeoAustin.com