



## Facilities Operations Coordinator

We are looking for a **Facilities Operations Coordinator** to join our team and successfully manage Rodeo Austin building maintenance, grounds maintenance, equipment repair and upkeep, light and heavy equipment operations and field operations execution of Rodeo Austin events, ensuring compliance with all industry and organizational rules and regulations, while acting as a key member of the staff and a contributor to Rodeo Austin's overall strategy, event execution and 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 during regular business hours, and as needed on weekends and 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:

- Provide oversight of tasks related to facility and grounds maintenance associated with at 13,000 square foot office building, a 28,000 square foot operations workshop and 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 and other events throughout the year.
- Participate in the development of the Corporate and Event Overhead budgets and Operations Plan.
- Foster and cultivate working relationships with internal and external constituents of the organization.
- Assist in recruitment and supervision of up to 3 department-assigned interns and/or assistants, various contract employees and volunteers 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.

### What You'll Need:

- High School Diploma or GED and minimum 5 years' experience in an equivalent industry or field of knowledge; or Bachelors' degree in a related industry or field and 1-3 years of experience in an equivalent industry or field of knowledge
- Agricultural and/or construction experience preferred
- General handyman work experience preferred
- Grounds and facility maintenance experience preferred

- Valid driver's license
- Intermediate computer skills (internet and general software familiarity)
- 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
- 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:

Alyssa Dotson, Rodeo Austin  
9100 Decker Lake Rd  
Austin, TX 78724  
512-919-3000  
Alyssa@RodeoAustin.com