



## Entertainment Coordinator

We are looking for a **Entertainment Coordinator** to join our team and successfully manage and execute Rodeo Austin's musical entertainment for the Outdoor Stage, 100X Dance Hall and assist in the oversight of the Main Stage and Gala musical entertainment and co-coordinate sponsorship recruitment, contracting and activations, ensuring compliance with all industry and organizational rules and regulations and 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:

- Manage, book, contract and oversee Rodeo Austin's musical entertainment for Outdoor Stage and 100X Dance Hall
- As a key member of the Sponsorship Team, assist in recruitment, contracting, activations, and communication efforts
- Partner with senior manager to manage Gala, Kick Open the Chutes and Rodeo Arena Main Stage Entertainment logistics
- Provide direct support to Sponsorship, Marketing, Entertainment & Rodeo, and support department liaisons to volunteer committees
- Assist in recruitment and supervision of interns and/or assistants during fall and spring seasons
- Successfully foster and cultivate excellent working relationships with internal and external constituents of the organization; effectively collaborate with other internal departments, executive and volunteer leadership, event officials, community and university partners, sponsors, members and other stakeholders
- Represent the organization at official functions and events and in other types of negotiations, networking events, or public relations activities
- Support the mission and values of Rodeo Austin at all times

**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
- Results-driven with ability to positively influence and effectively interact and communicate (verbally and in writing) with cross-functional teams and internal and external customers
- Creative problem-solver with strong organizational skills and capacity to work both strategically and hands-on in high pressure and fast-moving environments
- Ability to self-start, work both independently and in a team setting.
- Proficiency (or strong aptitude for immediate proficiency) in a variety of industry business tools such as Microsoft Office Suite, Adobe Creative Suite, and Final Cut Pro (nice to have)

**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, equity and inclusion. 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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