



Exhibits and Youth Events Coordinator

We are looking for an ***Exhibits and Youth Events Coordinator*** to join our team and successfully manage and execute on the oversight of Rodeo Austin's youth programming and the Calf Scramble program, providing administrative support for both the Competitive Events and Acts & Exhibits Departments, and including oversight of School Tours/Rodeo Rumble, Junior Leaders, and Hospitality committees. This position effectively works supporting the goals of the departments, 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 a minimum of 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:

- Coordinate the annual week-long School Tours program for 7,000+ elementary-aged students by programming, developing content, and promoting to local schools
- Coordinate the Junior Leaders Program and assist with oversight, management, projections development, assignment of resources, and goal setting
- Coordinate the Calf Scramble program and assist the Calf Scramble staff liaison with facilitation of year-round meetings, leading day-of event activities, contracting dinner, creating programs, distributing tickets, scheduling, and tracking participants, managing credentials, certificates, heat information, registration papers, thank you letters, payment requests and contracting livestock.
- Research and develop new youth contests, provide website maintenance for Youth Programming and support Youth Auction and Competitive Events Programs and administration efforts.
- Assist with organizing commercial and food vendor applications, execute contracts, process payments, maintain and update electronic files, and manage communications
- Act as staff liaison to the Hospitality Committee, and assist with any administrative requests including food supplier account set up, placing supply orders, and budget development
- Provide administrative, operational, and logistical support the Gala event
- Research and develop new Acts & Attractions and new agricultural education events, provide website maintenance and support for vendors and Acts & Attractions, and support vendor programming
- 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 an agriculture and/or communications related industry or field and 1-3 years of experience in an equivalent industry or field of knowledge preferred but not required
- Proficiency in Word, Excel, or Powerpoint required
- Experience in ShoWorks or other show software a plus
- Experience in youth programming a plus
- Experience in stock show management, event management or similar field a plus
- Positive and outgoing team player
- Strong verbal and written communication skills
- Detail oriented
- 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
- 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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