



Seasonal Acts & Exhibits Internship (Spring 2023)

We are looking for a Seasonal **Acts & Exhibits Intern** to assist us with coordinating and contracting commercial and food vendors, and acts & attractions during Rodeo Austin next Spring, and to assist with general and event-related tasks. 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 2023. The term is from January 9th through March 30th. The pay rate is \$10 per hour. The expected commitment will be up to 40 hours per week during regular business hours, and as needed on weekends for 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:

- Assist with contracting and executing commercial and food vendor agreements
- Collect and record vendor insurance and communicate with Rodeo Austin's insurance company
- Collect and record food permits
- Provide customer service and troubleshooting for vendors and fairgrounds attractions
- Filing, answering office phone, etc.
- Assist with event management of the Gala's silent and live auctions
- Maintain database for silent and live auction items
- Support volunteers with the development and implementation of the Gala décor design plan
- Assist with administrative duties with the 100X Dance Hall, Hospitality, Acts & Exhibits and Gala committees
- Assist Exhibits Coordinator with any special projects as assigned

What You'll Need:

- Prefer applicant who are currently in an undergraduate program or recently the recipient of a bachelor's degree in Business, Communications, Event Planning, Performing/Visual Arts & Entertainment, Journalism or a related program/degree
- Strong interest and/or experience in event planning and contracting
- Knowledge of/Proficiency in Microsoft Office programs
- A strong work ethic with a positive attitude
- Organization skills and resourcefulness
- A self-starter mentality with an interest in learning new things and a high level of comfort working in a changing environment
- Ability to remain poised and professional under pressure
- Valid driver's license

Perks & Benefits:

- Hands-on, real-life experiences that help you hone your talents in customer service, sales, event planning, logistics and marketing.
- This is an hourly position and a paid internship. The pay rate is \$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:

Hollye Fain, Exhibits Coordinator
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