



## Seasonal Youth Events & Auctions Internship (Spring 2023)

We are looking for a seasonal **Youth Events & Auctions Intern** to help us in event preparation for the 2023 Youth Art Show, Ultimate Calf Scramble, School Programs, and Youth Livestock Auction. 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 in addition to flexible dates in December. The term is from January 4<sup>th</sup> through the month of April. The pay rate is \$10 per hour. The expected commitment will be 40+ hours per week, to include night and/or weekend work during special 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 event preparation, day of set-up, and execution of the Youth Livestock Auction, Youth Art Show, Ultimate Scramble Championship, School Tours and Rodeo Rumble
- Assist with committee functions for Youth Auction, Competitive Events, School Tours, Calf Scramble, Junior Leaders, Gala, and Operations
- Assist with event preparation (order supplies, prep day of and check-in materials)
- Execute all buyer, contributor, and exhibitor correspondence. This will include mailouts, invitations, livestock and Art Show exhibitor payouts, contributor and buyer thank you letters and invoices
- Administrate and monitor Pre-Committed Buyer Benefits Program
- Assist with Youth Auction PowerPoint
- Process Youth Art Show Entries
- Ultimate Scramble Championship correspondence
- Solicit interest in School Programs (Rodeo Rumble, School Tours, and field trips) with local schools
- Manage registration and maintain website for School programs
- Post-event reconciliation and evaluation
- Assist with Agricultural Education programming
- Assist Competitive Events Interns with processing and other livestock/competitive events needs

### What You'll Need:

- Currently enrolled in an undergraduate program or recently the recipient of a bachelor's degree in an Agricultural field, Communications, Event Planning or a related program/degree

- Knowledge and understanding of livestock shows
- Strong interest and/or experience in youth programming, event planning, customer service, and fundraising
- Proficiency in Microsoft Office programs
- A valid driver's license
- Excellent written and verbal communication skills
- A strong work ethic and a positive attitude
- To be detail-oriented and organized
- Ability to remain poised and professional under pressure
- Demonstrated ability to display discretion and maturity

**Perks & Benefits:**

- Hands-on, real-life experience to help you hone your talents in customer service, sales, event planning, logistics and marketing
- This is an hourly position and a paid internship with a pay rate of \$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:**

Lauren Todd, Youth Events & Auctions Coordinator  
Rodeo Austin  
9100 Decker Lake Rd  
Austin, TX 78724  
512-919-3000  
Lauren.Todd@RodeoAustin.com