



Seasonal Event Logistics Internship (Spring 2024)

We are looking for a Seasonal ***Event Logistics Intern*** to help us manage event logistics and service contracting in preparation for Rodeo Austin's 2024 BBQ Austin and 15-day fair and rodeo. 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 2024. The term is from January 1st through April 19th. The pay rate is \$10 per hour with overtime opportunities. The expected commitment will be 40 hours per week during regular business hours and extended hours during event time.

- Extended event hours for intern support are Feb 16th – April 5th

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 the Manager, Operations & Logistics with management and implementation of service contracts including Radios, Security, Parking, EMS, Wastewater, Temporary Structures, Traffic plan implementation and Heavy Equipment
- Assist with creating and managing service contract schedules.
- Create payment requests, invoice requests and other financial related duties as assigned.
- Assist with tracking and reporting service contract labor hours, labor change orders, and payroll.
- Coordinate equipment check in/check out in the Eddie Ledesma Center (Rodeo Austin Event Headquarters)
- Assist with the creation and implementation of the Emergency Weather Response Plan
- Work with the Travis County Fire Marshall's office on event permitting and temporary structure permits.
- Assist onsite Security management with Bag Check and Metal Detector screenings.
- Work with the Wagner consulting group to ensure compliance of onsite structures and event plans.
- Support volunteers with the development and implementation of the Event Operations Plan
- Process operations request forms and oversee Operations committee as well as assist the BBQ Austin intern to fulfill committee needs during BBQ Austin.
- Receive and respond to event logistic inquiries via telephone and/or email.
- Will be working in the elements and outside, will need to drive an ATV, manage the radio communication and be available to lift heavy items.
- Assist the Manager, Operations & Logistics with any special projects as assigned.

What You'll Need:

- GED or high school diploma required; college degree preferred, but not required.
- Strong interest and/or experience in event planning, customer service, data analysis and/or business management, contract management

- Proficiency in Microsoft Office programs, bonus points for experience with Excel or google docs.
- 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, event planning, logistics, contract management.
- This is an hourly position 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:

Alyssa Dotson, Manager, Operations & Logistics
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