



2024 Spring Internship Opportunities



9 Positions Available

*Additional short-term livestock internships for March will be posted
this fall.*



Rodeo Austin 2024 Spring Internships

**Internship credit hours are available by request*

Rodeo Austin is looking for seasonal interns to work with our full-time staff and volunteers to put on the annual Fair & Rodeo! Get hands-on, real-life experiences that help grow your talents! Internship positions range from working with our livestock show to marketing/PR, to ticketing to event logistics. These internships are an opportunity to take on the challenge of working in a fast-paced, customer-driven non-profit, in an environment that is exciting, motivating, and fun!

INTERNSHIP DETAILS: All internships are full-time, hourly paid positions. The expected commitment will be 40+ hours per week, to include night and/or weekend work during Rodeo Austin annual event and any other special events. To apply, please send the required information to the contact listed with each position.

WHO WE ARE LOOKING FOR: Applicants that are currently enrolled in an undergraduate program or recently graduated. Strong work ethic, positive attitude, and resourcefulness. A self-starter mentality with an interest in learning new things and a high level of comfort working in a changing environment. Strong organizational skills and the ability to remain poised and professional under pressure.

WHO ARE WE: We believe it takes grit to grow the next generation! 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.

LIVESTOCK & COMPETITIVE EVENTS INTERNSHIPS

START DATE: DECEMBER 18, 2023

END DATE: APRIL, 2024

RATE: \$10.00/HOUR

POSITIONS: 2 AVAILABLE

WHAT YOU NEED TO APPLY: Knowledge and understanding of livestock and horse shows, strong interest in Show Management, proficiency in Microsoft Office programs. Preference given to applicants enrolled in or having graduated with an agriculture-related major/degree.

WHAT YOU'LL DO:

- Assist with overall management of Junior Livestock Show, Contests and Gold Stirrup Horse Show
- Assist with entry processing and credential mailouts
- Maintain show records within the Competitive Events database
- Assist with data entry (entry processing, results input, etc.)
- Assist with preparation of materials for shows (judges books, awards, etc.)
- Assist in event and committee coordination
- Assist in reconciliation of Competitive Events Premiums
- Assist with setup of the Show Barn and work with volunteers and temporary personnel

TO APPLY SUBMIT INFORMATION TO: Lauren Todd, Lauren.Todd@RodeoAustin.com

YOUTH EVENTS & AUCTION INTERNSHIP

START DATE: DECEMBER 18, 2023

END DATE: APRIL, 2024

RATE: \$10.00/HOUR

POSITIONS: 1

WHAT YOU NEED TO APPLY: 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. Preference given to applicants enrolled in or having graduated with an agriculture field, communications, event planning or related program/degree

WHAT YOU'LL DO:

- Assist with event preparation, day of set-up, and execution for Youth Auction, Youth Art Show and Ultimate Scramble Championship
- Assist with entry processing for the Youth Art Show
- Assist with correspondence for Youth Auction Buyers, Ultimate Scramble Championship Contributors
- Assist with Competitive Events entries, when needed
- Assist with reconciliation of the Youth Auction
- Assist with volunteer committees including Youth Auction, Competitive Events, Calf Scramble, Junior Leaders, Gala, Operations
- Coordinate Youth Auction Pre-Committed Buyer Benefits Program

TO APPLY SUBMIT INFORMATION TO: Abby Geye, Abby@RodeoAustin.com

MARKETING INTERNSHIP

START DATE: JANUARY 8, 2024

END DATE: MARCH 29, 2024

RATE: \$10.00/HOUR

POSITIONS: 1

WHAT YOU NEED TO APPLY: Strong interest and/or experience in advertising, marketing, event coordination and public relations. Proficiency in Microsoft Office programs and bonus points for experience in Adobe Creative Suite. Knowledge of social media, social media planning and Google AdWords. Preference given to applicants enrolled in or having graduated with an marketing, business, public relations, communications, event planning, performing/visual arts & entertainment, journalism or related program/degree

WHAT YOU'LL DO:

- Assist Marketing Manager in office, on fairgrounds and at events
- Assist with social media content and planning for Facebook, X, Instagram and Tik Tok
- Assist with social media responses via messaging and commenting
- Assist with media planning, promotions and campaigns
- Assist department with ProRodeo production needs
- Draft and edit press releases
- Assist Marketing Manager with planning for Cowboy Breakfast event
- Update RodeoAustin.com with engaging content
- Assist with Rodeo Austin grass roots marketing and PR efforts
- Assist Marketing Manger with local media outreach and onsite at events

TO APPLY SUBMIT INFORMATION TO: Lindsay Night, Lindsay@RodeoAustin.com

SPORTS & SPONSORSHIP INTERNSHIP

START DATE: JANUARY 8, 2024

END DATE: MARCH 29, 2024

RATE: \$10.00/HOUR

POSITIONS: 1

WHAT YOU NEED TO APPLY: Strong interest and/or experience in sponsorship fulfillment and activation, event production, sports production, marketing, event coordination and communication. Proficiency in Microsoft Office programs and bonus points for experience in Adobe Creative Suite. Preference given to applicants enrolled in or having graduated with a business, sports management, event planning, communication, marketing, agriculture, or related program/degree.

WHAT YOU'LL DO:

- Assist Rodeo & Sponsorship Fulfillment Manager in office and on fairgrounds
- Assist with fulfillment and delivery of all sponsor benefits and deliverables at all Rodeo Austin events
- Assist with on-site sponsor activations
- Oversee Mutton Bustin' registration
- Assist with ProRodeo production
- Produce daily ProRodeo contestant schedules (day sheets)
- Collect and post ProRodeo results to RodeoAustin.com
- Assist with coordination of Rodeo and Mutton Bustin' Committees
- Assist with sign inventory, development and placement
- Assist with Rodeo Austin grassroots marketing and PR efforts

TO APPLY SUBMIT INFORMATION TO: Presley Holloway, Presley@RodeoAustin.com

TICKETS & EVENTS INTERNSHIP

START DATE: DECEMBER 11, 2023

END DATE: APRIL, 2024

RATE: \$10.00/HOUR

POSITIONS: 1

WHAT YOU NEED TO APPLY: Strong interest in sales, event planning, customer service or business management. Proficiency in Microsoft Office programs. Preference given to applicants enrolled in or having graduated with a business management, event planning or a related program/degree.

WHAT YOU'LL DO:

- Assist with entry and management of customer data in the Etix ticketing system, GiveSmart fundraising system, and Rodeo Austin database
- Assist with processing, ordering, distributing and tracking working personnel credentials
- Fulfill ticket orders including sales, processing and delivery through the online point-of-sale system for Season Tickets, VIPs, group and internal ticket orders
- Assist in coordination of the Rodeo Austin Gala fundraising event including onsite event logistics with venue, production, volunteers and staff
- Customer service to public ticketing inquiries via phone and/or email

TO APPLY SUBMIT INFORMATION TO: Avery Heimer, Avery.Heimer@RodeoAustin.com

EVENT LOGISTICS INTERNSHIP

START DATE: JANUARY 2, 2023

END DATE: APRIL 19, 2024

RATE: \$10.00/HOUR

POSITIONS: 1

WHAT YOU NEED TO APPLY: 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 or contract management. Proficiency in Microsoft Office programs and experience in Google Docs.

WHAT YOU'LL DO:

- Assist Manager with coordination, implementation and scheduling of service contracts including radios, security, parking, EMS, wastewater, temporary structures, traffic plan, etc.
- Assist with tracking and reporting service contract labor hours, labor change orders and payroll
- Work closely with Government agencies to permit seasonal events to ensure event compliance
- Assist in the creation of emergency management documentation of Event Operations Plan
- Support volunteer committees with special projects as assigned

TO APPLY SUBMIT INFORMATION TO: Alyssa Dotson, Alyssa@RodeoAustin.com

GRAPHICS DESIGN INTERNSHIP

START DATE: DECEMBER 18, 2023

END DATE: MARCH 29, 2024

RATE: \$10.00/HOUR

POSITIONS: 1

WHAT YOU NEED TO APPLY: Enthusiasm for visual communications, interest in event marketing and a strong eye for detail. Should be proficient in Adobe Creative Suite, including programs such as InDesign, Photoshop and Illustrator. Knowledge of Premiere and Final Cut Pro is a plus and Microsoft Office. Applicants must submit a link to a portfolio displaying creative works that demonstrate a strong grasp of design concepts via print and digital projects (video a plus). Preference given to applicants enrolled in or having graduated with a graphic design, performing/visual arts & entertainment, marketing, business, communications, event planning, or related program/degree.

WHAT YOU'LL DO:

- Assist the in-house Graphic Designer with the creation of graphics and design layouts for signage, flyers, banners, emails, invitations, website, videos and social media.
- Collaborate with the marketing team to support campaigns and offer design solutions.
- Assist the marketing department in digital asset management, including organizing and categorizing the department's photographic, video, and digital media.
- Understand and adhere to production timelines and brand guidelines

TO APPLY SUBMIT INFORMATION TO: Jo Bohlen, Jbohlen@RodeoAustin.com

MARKETING & ACTIVATIONS INTERNSHIP

START DATE: February 19, 2024

END DATE: March 28, 2024

RATE: \$10.00/HOUR

POSITIONS: 1

WHAT YOU NEED TO APPLY: Strong interest and/or experience in sponsorship fulfillment and activation, event production and sports production. Eager to be part of a live event and help fulfill nightly event promotions. Proficiency in Microsoft Office programs Preference given to applicants enrolled in or having graduated with a business, sports management, event planning, communication, marketing, agriculture, or related program/degree.

WHAT YOU'LL DO:

- Assist Marketing & Sponsorship Department with promotional activations both on the Fairgrounds and in ProRodeo Arena
- Assist with fan engagement activation in the ProRodeo Arena during the ProRodeo performance nightly
- Assist with fulfillment and delivery of sponsor benefits and deliverables at all Rodeo Austin events
- Help facilitate and execute on-site sponsorship activations in conjunction with Rodeo Austin staff
- Help with overall event set-up including signage execution and other tasks as assigned
- Work with Rodeo Austin team to execute event attendee surveys
- Assist with Rodeo Austin grassroots marketing and PR efforts

TO APPLY SUBMIT INFORMATION TO: Presley Holloway, Presley@RodeoAustin.com