



## 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.

## TICKETS & EVENTS INTERNSHIP

**START DATE:** JANUARY 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](mailto:Avery.Heimer@RodeoAustin.com)