



## Acts & Exhibits Manager

We are looking for an **Acts & Exhibits Manager** to join our team and provide managerial oversight in the areas of fairgrounds attractions and activities, retail shopping vendors, and food vendors and concessions. This staff member will also support the 100X Dance Hall, Hospitality, and School Tours volunteer committees. This position reports directly to the COO and effectively acts as a key member of the staff and contributor to Rodeo Austin's overall strategy, event execution and culture. 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 full time exempt, benefits eligible position on our team that is available immediately to the right candidate. The expected commitment will be 40 hours per week during regular business hours, several evenings each month to attend committee meetings, and as needed on weekends and during 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:

- Develop and implement overall fairgrounds layout and strategy to improve patron experience
- Research and contract fairgrounds attractions and acts such as pig races, strolling acts, ag education entertainment, petting zoo, pony rides, etc.
- Oversight of fairgrounds activations such as sponsorship activations, and outdoor exhibits
- Coordination of all shopping vendors, including indoor and outdoor spaces. Includes recruitment/retention of vendors and contract execution.
- Oversight and placement of all food vendors and concessions on-site during the annual Fair & Rodeo. Assist concessionaire partner with logistics and personnel.
- Procurement of vendor insurance, health permits, payments, etc.
- Oversight of vendor currency collection and revenue share during Fair & Rodeo.
- Coordination of the School Tours program and facilitation in concert with our School Tours Committee.
- Assistance with carnival contract execution.
- Independently handle sensitive communication/information flow.
- Attend weekly and bi-weekly Staff meetings, daily meetings during rodeo, and manage communication and follow up.
- Coordinate other select committees and task forces as assigned.
- Successfully foster and cultivate excellent working relationships with internal and external constituents of the organization; effectively collaborate with other internal departments, executive and volunteer leadership, event officials, community and university partners, sponsors, members and other stakeholders.
- Represent the organization at official functions and events and in other types of negotiations, networking events, or public relations activities.
- Support the mission and values of Rodeo Austin at all times.

**What You'll Need:**

- Bachelors' degree in a related industry or field; 3-5 years of experience in the fair or event industry preferred but not required
- Results-driven with ability to positively influence and effectively interact and communicate (verbally and in writing) with cross-functional teams and internal and external customers
- Creative problem-solver with strong organizational skills and capacity to work both strategically and hands-on in high pressure and fast-moving environments
- Communicate with a high degree of professionalism, accuracy, and confidentiality
- Ability to self-start, work both independently and in a team setting.
- Proficiency (or strong aptitude for immediate proficiency) in a variety of industry business tools such as Microsoft Office Suite.

**Perks & Benefits:**

- Comprehensive Medical, Dental and Vision plans
- Wellness Program
- 401(k) Retirement Plan with Match
- Competitive Vacation Plan
- Summer Flex Fridays
- Robust Holiday Schedule
- 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, equity and inclusion. All aspects of employment will be based on merit, competence, performance, and business needs.*

Please send cover letter, resume, and list of references to:

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