



Seasonal BBQ Austin Internship (Fall 2024 - Spring 2025)

We are looking for a Seasonal **BBQ Austin Intern** to help us manage event logistics, BBQ Austin registration and implementation in preparation for Rodeo Austin's 2025 BBQ Austin. 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 Fall 2024 - Spring 2025. The term is from September 16th through April 25th. 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 19th – April 4th

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.

BBQ Austin is a Rodeo Austin production, where BBQ teams come together to compete in an organized cook off and raise money to support the mission of Rodeo Austin.

What You'll Do:

- Manage BBQ Austin registration paperwork and work closely with the committee on event logistics and planning.
- Work with local agencies to ensure team compliance with the City of Austin Health Department and the Travis County Fire Marshalls office.
- Prepare and maintain the BBQ Austin online event page and registration for over 250 teams for BBQ Austin.
- Be the point of contact in the Rodeo Austin office for all BBQ Austin team members.
- Work closely with the Volunteer Registration Coordinator on management of the BBQ Austin registration spreadsheet/tracking
- Be able to communicate and manage teams through the whole registration process to onsite management and fulfillment.
- Receive and respond to BBQ Austin inquiries via telephone and/or email.
- Prepare registration packets for BBQ teams for distribution, including cook badges, ice tickets, RV tags, team map printouts, and more.
- Process and fulfill committee requests during BBQ Austin
- Assist Event Logistics Intern with management and implementation of service contracts including Radios, Security, Parking, EMS, Wastewater, Temporary Structures, and Heavy Equipment during the 15-day Rodeo Austin Event.
- 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 Operations and Logistics Manager 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 a hourly paid internship 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, Event Logistics
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