



2025 Spring Internship Opportunities



***10 Positions Available**

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



Rodeo Austin

2025 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 16, 2024

END DATE: APRIL, 2025

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 Competitive Events Manager in office and on fairgrounds
- Assist with overall management of the Junior Livestock Show and Gold Stirrup Horse Show
- Maintain show records within Competitive Events database
- Assist with data entry (entry processing, results input, etc.)
- Coordinate Avenue of Breeds display
- Assist with the Ultimate Scramble Championship
- Assist with preparation of materials for shows (judge's books, awards, etc.)
- Assist with processing show entries and help with all Competitive Events mail outs (exhibitor information, passes, etc.)
- 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 16, 2024

END DATE: APRIL, 2025

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 of the following:
 - Youth Livestock Auction
 - Youth Art Show
 - Ultimate Scramble Championship
- Assist with committee functions for the following committees:
 - Youth Auction
 - Competitive Events
 - Calf Scramble
 - Junior Leaders
 - Gala
 - Operations
- Assist with event preparation (order supplies, prep day of and check-in materials)
- Execute all buyer, contributor, and exhibitor correspondence. This will include mailouts, invitations, livestock and Art Show exhibitor payouts, contributor and buyer thank you letters and invoices
- Administrate and monitor Pre-Committed Buyer Benefits Program
- Assist with Youth Auction PowerPoint
- Process Youth Art Show Entries
- Ultimate Scramble Championship correspondence
- Post-event reconciliation and evaluation
- Assist with Agricultural Education programming
- Assist Competitive Events Interns with processing and other livestock/competitive events needs

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

MARKETING INTERNSHIP

START DATE: JANUARY 8, 2025

END DATE: APRIL 3, 2025

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 a 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, fairgrounds, and at events
- Assist with social media content and planning for Facebook, Twitter, Instagram and TikTok
- Assist with social media responses via messaging and commenting
- Assist with media planning, promotions, and campaigns
- Assist department with rodeo production needs
- Draft and edit press releases
- Assist Marketing Manager with planning for Cowboy Breakfast event
- Assist with outside promotional events for Rodeo Austin

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

RODEO & SPONSORSHIP INTERNSHIP

START DATE: JANUARY 8, 2025

END DATE: APRIL 3, 2025

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, 2024

END DATE: APRIL, 2025

RATE: \$10.00/HOUR

POSITIONS: 1

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

WHAT YOU'LL DO:

- Assist with the entry and management of data in Rodeo Austin's ticketing system, fundraising platform, and other databases
- Assist with the processing, distribution and tracking Rodeo Austin's access credentials
- Assist with the processing and distribution of tickets to VIPs, Season Ticket Holders, groups, and internal personnel
- Assist with the sale of tickets and provision of customer service to the general public (in-person, over the phone, via email)
- Assist with the planning and execution of Rodeo Austin's Gala, including coordination of staff, volunteers, and on-site logistics

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

GRAPHICS DESIGN INTERNSHIP

START DATE: DECEMBER, 2024

END DATE: APRIL 3, 2025

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: Erin Shaffer, Erin@rodeoaustin.com

MARKETING & ACTIVATIONS INTERNSHIP

START DATE: February 3, 2025

END DATE: April 3, 2025

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 with Rodeo Austin grassroots marketing and PR efforts
- Assist with outside events to promote Rodeo Austin
- 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
- 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

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

ACTS & EXHIBITS INTERNSHIP

START DATE: January 8, 2025

END DATE: April 3, 2025

RATE: \$10.00/HOUR

POSITIONS: 1

WHAT YOU NEED TO APPLY: Prefer applicant who are currently in an undergraduate program or recently the recipient of a bachelor's degree in business, Communications, Event Planning, Performing/Visual Arts & Entertainment, Journalism or a related program/degree. Strong interest and/or experience in event planning and contracting. Knowledge of/Proficiency in Microsoft Office programs. A strong work ethic with a positive attitude. Organization skills and resourcefulness. A self-starter mentality with an interest in learning new things and a high level of comfort working in a changing environment.

WHAT YOU'LL DO:

- Assist with contracting and executing commercial and food vendor agreements
- Collect and record vendor insurance and communicate with Rodeo Austin's insurance company
- Collect and record food permits
- Provide customer service and troubleshooting for vendors and fairgrounds attractions
- Filing, answering office phone, etc.
- Assist with event management of the Gala's silent and live auctions
- Maintain database for silent and live auction items
- Support volunteers with the development and implementation of the Gala décor design plan
- Assist with administrative duties with the 100X Dance Hall, Hospitality, Acts & Exhibits and Gala committees
- Assist Exhibits & Attractions Manager with any special projects as assigned

TO APPLY SUBMIT INFORMATION TO: Katlyn Hart, khart@rodeoaustin.com

ACCOUNTING INTERNSHIP

START DATE: January 8, 2025

END DATE: April 3, 2025

RATE: \$10.00/HOUR

POSITIONS: 1

WHAT YOU NEED TO APPLY: Currently enrolled in an undergraduate program or recently the recipient of a bachelor's degree in accounting, Finance or Business. Basic bookkeeping skills. Proficiency in a variety of industry business tools such as Microsoft Office programs and Adobe. Attention to detail. Excellent written and verbal communication skills. High degree of personal accountability and initiative. Ability to work both independently and in a team setting. Creative problem-solver with strong interpersonal skills with capacity to work both strategically and hands-on. A strong work ethic and a positive attitude. Ability to remain poised and professional under pressure.

WHAT YOU'LL DO:

- Record daily deposits received through various online platforms
- Make cash/checks deposits
- Process payment requests received from various departments
- Create invoices
- Prepare journal entries
- Prepare closing entries
- Review A/R statements and follow up with customers on past due accounts
- Reconcile general ledger accounts
- Collect W-9 Forms and assist with the preparation of 1099-MISC and 1099-NEC Forms
- Assist Controller in managing the process of developing the annual operating budget
- Have a leadership role in the Show Bank during BBQ Austin and Fair & Rodeo

TO APPLY SUBMIT INFORMATION TO: Janet Stelly, janet@rodeoaustin.com