



Livestock Show Coordinator

The **Livestock Show Coordinator** is responsible for the oversight of the Livestock Show, Horse Show, and Calf Scramble Program. To accomplish this, the candidate will work closely with the Competitive Events and Calf Scramble Committees to facilitate these programs/events. This position will have a key role in the Competitive Events Department at show time assisting the Competitive Events Coordinator with other contests, and Youth Auction. The Livestock Show Coordinator is a key member of the staff team and a contributor to Rodeo Austin's overall strategy, event execution and culture.

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, 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.

Activities and responsibilities essential to this job:

1. Junior Livestock and Horse Shows

- Develops vision for and directs the junior livestock shows and horse shows at Rodeo Austin, including, but not limited to, the Market Steer, Market Lamb, Market Goat, Market Barrow, Junior Heifer Shows and Gold Stirrup Horse Show
- Evaluation and hiring of all judges, superintendents, and show officials affiliated with these shows
- Oversight of entry management system and documenting results
- Design and ordering of all awards related to the Junior Livestock and Horse Shows
- Maintain and develop new industry partnerships
- Coordination of official show veterinarians and oversight of the Drug Residue Avoidance Program
- Staff Liaison to the Competitive Events Committee, which includes communicating, organizing meetings and any administrative needs requested by the committee

2. Calf Scramble

- Develops vision and direction for the Rodeo Austin Calf Scramble Program
- Schedule participants and track their year-long obligations
 - Credentials, heat information, certificates, copy of registration papers
 - Payment requests for sellers/breeders
- Coordinate all efforts related to the Ultimate Scramble Championship and any Calf Scramble fundraisers such as Bingo Bash
- Promote and design programs for contributor recognition
- Contract any livestock or personnel needed to facilitate the Ultimate Scramble Championship
- Staff Liaison to the Calf Scramble Committee, which includes communicating, organizing meetings and any administrative needs requested by the committee

3. Ag Education

- Develops vision and direction for the agricultural education exhibits and programs offered at Rodeo Austin
- Research and implementation of agricultural education exhibits

Additional activities and responsibilities required of this job:

- Will work in connection with the Competitive Events Coordinator for all organizing, planning, and execution of shows and contests
- Support of Youth Auction, Youth Art and overall Competitive Events Programs and administration as directed
- Development and oversight of budgets and cost controls
- Research and development of shows and contests in conjunction with the Competitive Events Department
- Attend and weekly and bi-weekly Staff meetings, and daily staff meetings during rodeo
- Coordinate other select committees and task forces as assigned
- Assist as needed with credential preparation and distribution to exhibitors
- 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
- Attend industry conferences and update meetings throughout the year
- Support the mission and values of Rodeo Austin at all times

What You'll Need:

- Bachelor's degree in an agriculture-related and/or communications degree plan
- Experience in youth programming, stock show management, event management or similar field
- Positive and outgoing team player
- Strong verbal and written communication skills
- Detail oriented
- Proficient in Word, Excel, or Powerpoint. Experience in ShoWorks or other show software a plus
- Multitasking and time management skills
- Self-starter attitude and a process-oriented mindset
- Quick learner; highly adaptive and proactive
- Excellent problem-solving, sound judgement and communication skills
- Strong work ethic

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

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

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