



Rodeo Austin

2026 Spring Internships

**Internship credit hours are available by request*

ACTS & EXHIBITS INTERNSHIP

START DATE: January 5, 2026

END DATE: April 2, 2026

RATE: HOURLY

POSITIONS AVAILABLE: 1

WHAT YOU NEED TO APPLY: Availability must be between 20 - 40 hours per week, plus as needed for events. Prefer applicant who is 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.

WHAT YOU'LL DO:

- Assist with contracting and executing commercial and food vendor agreements
- Collect, verify, and track vendor insurance and food permits
- Provide customer service and troubleshooting for vendors and attractions
- Maintain vendor and attractions databases with accurate records
- Support Rodeo Austin committees and staff in the following areas:
 - 100X Dance Hall – assist with operations and logistics
 - Cowboy Church – provide event support for services and programming
 - Acts & Exhibits – help coordinate performer and exhibitor scheduling, logistics, and needs
 - School Tours – assist with student tour programming and logistics
- Assist staff with communications and coordination related to the carnival provider
- Perform general administrative tasks and assist the Acts & Exhibits Coordinator with special projects as assigned

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