



Seasonal BBQ Austin Internship (Fall 2026 - Spring 2027)

Rodeo Austin is seeking a motivated and detail-oriented Seasonal BBQ Austin Intern to support the planning and execution of our 2027 BBQ Austin event. This intern will play a key role in managing event logistics, BBQ team registration, and assisting with on-site execution throughout the planning, implementation, and wrap-up phases of one of our most exciting annual events.

In this hands-on role, you'll work closely with the Operations Director and Volunteer & Events Coordinator, providing essential support across various areas of event preparation and coordination. This is a unique opportunity to gain real-world experience in the fast-paced, high-energy world of nonprofit event management—perfect for someone who thrives in a dynamic, customer-focused environment that is exciting, challenging, and fun.

This is a short-term, paid position for Fall 2026 - Spring 2027. The term is from October 12, 2026, through April 9, 2027. The expected commitment is 40 hours per week, during regular business hours and extended hours during event times.

- Extended event hours for BBQ Austin intern support are February 26th – March 27th.

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:

Team Registration & Communication

- Manage BBQ Austin team registration paperwork and serve as the main point of contact at the Rodeo Austin office for over 250 participating teams.
- Guide teams through the full registration process—from initial signup to on-site coordination—while maintaining the online event page and registration platform.
- Respond to inquiries via phone and email in a timely, professional manner, ensuring a high level of customer service.
- Assemble and distribute registration packets, including cook badges, ice tickets, RV tags, team maps, and other event materials.
- Collaborate with the BBQ Austin Committee on event planning, logistics, and execution.
- Coordinate with local agencies to ensure full team compliance with City of Austin Health Department and Travis County Fire Marshal regulations.
- Process and fulfill committee requests and assist with on-the-ground support throughout BBQ Austin event days.

Operations & Vendor Support

- Assist with the management and implementation of service contracts for key operational needs, including Radios, Security, Parking, EMS, Wastewater, Temporary structures, Heavy equipment, etc.
- Provide on-site operational support, including driving an ATV, managing radio communications, and performing physical tasks such as lifting and transporting equipment in various weather conditions.

Volunteer & Committee Coordination

- Support the Volunteer and Events Coordinator by assisting with committee rosters, processing volunteer registrations, coordinating communications, volunteer credentials and ensuring timely scheduling of meetings and logistics.

Special Projects & General Support

- Assist the Operations Director and Events Team with special projects and administrative tasks assigned, contributing to the overall success of BBQ Austin and Rodeo Austin operations.

What You'll Need:

- GED or high school diploma required; college degree in process 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 with a strong work ethic and a positive attitude
- Detail-oriented and organized with the 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, and contract management.
- This is a paid internship.
- The chance to be part of something bigger – a mission with a Rodeo raising millions for Texas kids

Not sure if you qualify?

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 a cover letter, resume, and list of references to:

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