



Operations Support Internship (Spring 2027)

Rodeo Austin is seeking a motivated and detail-oriented Operations Support Intern to oversee the day-to-day administrative and operational functions of our office. This individual will play a critical role in supporting operational efficiency, coordinating logistics, managing office workflows, and serving as the central point of contact for internal teams, vendors, and partners during our 2027 Rodeo Austin event.

In this hands-on role, you'll work closely with the Facility Coordinator and the Operations Director, 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 Spring 2027. The term is from January 18, 2027, through April 15, 2027. The expected commitment is 40 hours per week, during regular business hours and extended hours during event times (March).

- Extended hours will be on an as-needed basis and will be anywhere from 10- 12-hour days, including the weekend.

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.

Key Responsibilities:

- Manage daily operations of the office to ensure a productive and organized work environment.
- Be the first point of contact for the office, greeting visitors, volunteers, and contractors.
- Receive all deliveries and notify the appropriate individuals for package pickup.
- Serve as a liaison between departments, vendors, contractors, and external partners.
- Manage the check-in and check-out process for heavy equipment, keys, tools, and supplies.
- Assist in operational logistics for events, projects, and onsite activities.
- Maintain accurate records, reports, and documentation related to operations and compliance.
- Support budgeting and expense tracking for operational activities.
- Identify process improvements and implement solutions to enhance operational efficiency.
- Ensure compliance with company policies, procedures, and safety protocols.
- Provide clerical and logistical support for staff, committees, and volunteers as needed.
- Perform additional administrative and operational duties as assigned.

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:

Alyssa Foreman, Operations Director
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