



Seasonal Acts & Exhibits Internship (Spring 2027)

We are looking for a Seasonal **Acts & Exhibits Intern** to assist the Fairgrounds Manager with vendors, attractions and the carnival for the Spring. This is an opportunity to take on the challenge of working in a fast-paced, customer-driven non-profit, in an environment that is exciting, motivating, challenging and fun!

This is a short-term, paid position for the Spring of 2027. The term is from January 11th through April 12th. The pay rate is \$10 per hour. The expected commitment will be 40 hours per week during regular business hours with occasional weekend work at 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.

What You'll Do:

- Assist with contracting and management of commercial and food vendor agreements
- Collect, verify, and track vendor insurance and food permits
- Provide customer service and troubleshooting support 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 Fairgrounds Manager with special projects as assigned

What You'll Need:

- Preferred candidates are current undergraduate students or recent graduates with a degree in Business, Communications, Event Planning, Performing/Visual Arts & Entertainment, Journalism, or a related field.
- Interest and/or experience in event planning, vendor management, or contract coordination
- Knowledge of/Proficiency in Microsoft Office programs
- Strong organizational skills and attention to detail
- Professionalism, strong work ethic, and a positive, proactive attitude
- Ability to work independently, manage multiple priorities, and adapt to a fast-paced environment
- Ability to remain poised and professional under pressure
- Valid driver's license

Perks & Benefits:

- Hands on, real life experiences that help you hone your talents
- This is an hourly position and a paid internship. The pay rate is \$10 per hour
- The chance to be part of something bigger – a mission with a Rodeo raising millions for Texas kids

Not sure if you Qualify?

That's okay! 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 cover letter, resume, and list of references to:

Katlyn Hart, Fairgrounds Manager

Rodeo Austin

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Austin, TX 78724

512-919-3000

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