

Rodeo Austin®

2019 Spring
Internship Opportunities



**More than \$65,000 offered for Spring
Internships!**

12 Positions Available

Additional short-term livestock internships for March will be posted this fall.





Rodeo Austin

2019 Spring Internships

**Internship credit hours are available by request*

INTERNSHIP REQUIREMENTS: Interns are critical members of Team Rodeo Austin. Interns are responsible for their own transportation, room and board. Interns may work long hours in varying conditions. All spring semester-length internships are 40+ hours a week. Positions will require night and/or weekend work during special events and during the fair and rodeo. Some job duties and projects will have physical demands. All interns will work outside on fairgrounds during set-up, event and teardown.

TICKETS AND EVENTS INTERNSHIP

POSTING #: 01

START DATE: JANUARY 7, 2019

END DATE: APRIL 5, 2019

STIPEND: \$1,250/MONTH

POSITIONS: 1

JOB REQUIREMENTS: Applicants should have an interest in ticketing, event planning, customer service, data analysis, or business management. Applicants should have basic knowledge of Microsoft Office programs; Creative Cloud experience is a plus. Applicants must have a strong work ethic, positive attitude, be organized, and be poised and professional under pressure.

DUTIES AND RESPONSIBILITIES:

TICKETING

- Fulfillment of ticket orders, including sales, processing, and delivery
- Assist in the development and implementation of ticket marketing and promotions
- Support for website and e-blast management for ticketed events
- Assist with tracking and reporting ticket sales data

EVENT PLANNING

- Oversee departmental adherence to marketing schedules and other deadlines
- Assist with contracting and managing vendors
- Processing of department orders, including signage, equipment, credentials, decorations, etc.
- Assist with management of ticket staff, including onboarding, scheduling, and training

DEVELOPMENT

- Assist with scholarship payment processing
- Assist with scholarship donor recognition and development

COMPETITIONS INTERNSHIP

POSTING #: 02

START DATE: JANUARY 7, 2019

END DATE: APRIL 5, 2019

STIPEND: \$1,250/MONTH

POSITIONS: 2 AVAILABLE

JOB REQUIREMENTS: Applicants should have knowledge of livestock and/or horse shows. Applicants should have basic knowledge of Microsoft Office. Preference given to applicants enrolled in or having graduated with an agriculture-related major/degree. Applicants must have a strong work ethic and a positive attitude.

DUTIES AND RESPONSIBILITIES:

- Assist Livestock Coordinator in office and on fairgrounds
- Assist with overall management of the Open Livestock, Junior Livestock, and Horse Shows
- Maintain all show records within Competitive Events database
- Assist with data entry (entry processing, results input, etc.)
- Coordinate Avenue of Breeds display
- Assist with the Ultimate Scramble Championship
- Assist with preparation of materials for shows (judges' books, awards, etc.)
- Assist with processing show entries and help with all Competitive Events mail outs (exhibitor information, passes, etc.)
- Assist with setup of the Show Barn and work with volunteers and temporary personnel (logistics, pen layout, etc.)

YOUTH EVENTS & AUCTIONS INTERNSHIP

POSTING #: 03

START DATE: JANURARY 7, 2019

END DATE: APRIL 5, 2019

STIPEND: \$1,250/MONTH

POSITIONS: 1

JOB REQUIREMENTS: Applicants should have a basic knowledge of livestock shows, excellent customer service skills and an interest in event planning and fundraising. Applicants should have a working knowledge of Microsoft Office programs. Applicants must have a strong work ethic, positive attitude, be organized, and be poised and professional under pressure.

DUTIES AND RESPONSIBILITIES

- Support Youth Auctions & Events and Exhibits Coordinator in office and on fairgrounds
- Staff Competitive Events/Acts & Exhibits seasonal office during fair and rodeo
 - Troubleshoot for acts and commercial vendors, answer department phone calls and emails
- Assist with special youth events as directed, including: Ultimate Scramble Championship, School Tours, Rodeo Rumble
- Gala and Youth Art Show
 - Enter silent auction items into the database, process Youth Art Show entries, assist with event preparation, execution and reconciliation
- Youth Auction
 - Assist with fulfillment of pre-committed buyer benefits, event preparation (assist with sale order and organizing sale PowerPoint,) execution and reconciliation (buyer invoices, exhibitor checks, thank you letter, etc.)

SPORTS AND SPONSORSHIP INTERNSHIP

POSTING #: 04

START DATE: JANUARY 7, 2019

END DATE: APRIL 5, 2019

STIPEND: \$1,250/MONTH

POSITIONS: 1

JOB REQUIREMENTS: Applicants should have interest in sponsorship and sports management. Applicants should have strong organizational skills and attention to detail. Applicants should have basic knowledge of Microsoft Office. Proficiency in Adobe Creative Suite and/or Final Cut Pro considered a plus. Applicants should excel in verbal and written communications and have a strong work ethic.

DUTIES AND RESPONSIBILITIES:

- Assist Sponsorship Coordinator in office and on fairgrounds
- Assist with sign inventory, development and placement
- Assist with fulfillment and delivery of all sponsor benefits and deliverables at all events
- Oversee on-site sponsor activations
- Oversee Mutton Bustin' registration
- Assist with Rodeo production
- Produce daily Rodeo contestant schedules (day sheets)
- Collect and post Rodeo results to RodeoAustin.com
- Assist with coordination of Rodeo, Mutton Bustin' and Backstage Committees
- Assist with the Junior Leader Program
- Assist with Rodeo Austin grassroots marketing and PR efforts

ENTERTAINMENT AND SPONSORSHIP INTERNSHIP

POSTING #: 05

START DATE: JANUARY 7, 2019

END DATE: APRIL 5, 2019

STIPEND: \$1,250/MONTH

POSITIONS: 1

JOB REQUIREMENTS: Applicants should have interest and experience in entertainment coordination and contracting. Applicants should have basic knowledge of Microsoft Office, proficiency in Adobe Creative Suite and/or Final Cut Pro considered a plus. Applicants should excel in verbal and written communications and have a strong work ethic.

DUTIES AND RESPONSIBILITIES:

- Assist Sponsorship Coordinator in office and on fairgrounds
- Draft and coordinate execution of performance contracts for confirmed Rodeo Austin Outdoor Stage artists
- Maintain correspondence with Outdoor Stage artists' management
- Collect press materials from all Rodeo Austin Outdoor Stage artists
- Serve at point of contact for Outdoor Stage production team
- Assist with on-site sponsor activations
- Assist with any special projects as assigned
- Assist with coordination of Rodeo, Mutton Bustin' and Backstage Committees
- Assist with the Junior Leader Program
- Assist with Rodeo Austin grassroots marketing and PR efforts

GRAPHICS DESIGN & MARKETING INTERNSHIP

POSTING #: 06

START DATE: DECEMBER TBD, 2018

END DATE: APRIL 5, 2019

STIPEND: \$1,250/MONTH

POSITIONS: 1

JOB REQUIREMENTS: Applicants should display enthusiasm for visual communications, interest in event marketing and a strong eye for detail. Applicants should have strong time management skills and possess the ability to work in a fast- paced environment. Applicants should be proficient in Adobe Creative Suite, including programs such as InDesign, Photoshop and Illustrator. Knowledge of Premiere and Final Cut Pro a plus and Microsoft Office to include PowerPoint, Word and Excel. In addition to following the application guidelines, applicants must submit a link to a portfolio displaying creative works that demonstrate a strong grasp of design concepts via print and digital projects (video a plus).

DUTIES AND RESPONSIBILITIES

- Assist the in-house Graphics Coordinator with the creation of graphics and design layouts for print ads, flyers, banners, emails, invitations, website, videos and social media.
- Collaborate with the marketing team to support campaigns and offer design solutions.
- Assist the marketing department in digital asset management, including organizing and categorizing the department’s photographic, video, and digital media.
- Understand and adhere to production timelines and brand guidelines
- Applicants must have a strong work ethic and a positive attitude.
- Assist with Rodeo Austin grassroots marketing and PR efforts

MARKETING INTERNSHIP

POSTING #: 07

START DATE: JANUARY 7, 2019

END DATE: APRIL 5, 2019

STIPEND: \$1,250/MONTH

POSITIONS: 1

JOB REQUIREMENTS: Applicants should have interest in event marketing and communications. Applicants must have basic knowledge of Microsoft Office, InDesign, and Adobe Creative Suite. Knowledge of Final Cut Pro a plus. Applicants must have a strong work ethic and a positive attitude.

DUTIES AND RESPONSIBILITIES

- Assist Marketing Coordinator in office and on fairgrounds
- Assist with creative and media planning
- Update RodeoAustin.com with engaging content
- Assist with social media campaign
- Create graphics for social media and print
- Edit press releases
- Manage social media feedback
- Research marketing strategies and opportunities
- Assist with Rodeo Austin grass roots marketing and PR efforts
- Assist Marketing Coordinator with local media outreach and onsite at events

OPERATIONS INTERNSHIP (ADMINISTRATION)

POSTING #: 08

START DATE: JANURARY 7, 2019

END DATE: APRIL 5, 2019

STIPEND: \$1,250/MONTH

POSITIONS: 1

JOB REQUIREMENTS: Applicants should have basic knowledge of Microsoft Word and Excel Programs. Applicants must be friendly, extremely organized, resourceful and able to handle strong personalities. Applicants need to be willing to work outside in the elements while being a quick thinker and having a solid work ethic.

DUTIES AND RESPONSIBILITIES

- Assist Event Logistics Coordinator in office, warehouse and on fairgrounds
- Assist with all administrative operations duties
- Assist with execution of all service vendor contracts (radios, security, parking, etc.)
- Coordinate equipment check-in and check-out process
- Staff seasonal operations office in warehouse
 - Troubleshooting with service vendors and Operations Committee members and staff
- Assist with multiple volunteer committee including BBQ Austin and Operations.

OPERATIONS INTERNSHIP (LABOR)

POSTING #: 09

START DATE: JANURARY 7, 2019

END DATE: APRIL 5, 2019

STIPEND: \$2,000/MONTH

POSITIONS: 3 AVAILABLE

JOB REQUIREMENTS: Applicants should have interest in event coordination and must have working knowledge of heavy equipment operation and various hand tools. Applicants should be self-starters and be able to work with volunteers. Applicants must be willing to work in all weather conditions. Applicants are preferred to have completed a minimum of 30 hours of course work within an Agricultural or Construction related degree plan.

DUTIES AND RESPONSIBILITIES

- Coordinate and assist with distribution of supplies and equipment to all committees
- Assist with all construction related projects (i.e. carpentry, welding, plumbing, painting, etc.)
- Assist with implementation of service vendor contract specifics as directed (i.e. fence installation, sign installation, waste management, labor, etc.)
- General labor support including but not limited to:
 - Performing general physical activities, handling and moving objects (must be able to lift 100 lbs), controlling machines and processes, monitor materials and surroundings, repairing and maintaining equipment)
- Safely operate heavy equipment including but not limited to:
 - Skid steer loader, forklift, extended lift forklift, boom lift, scissor lift, water truck, IT loader, tractor, utility vehicle, arena conditioner, flatbed trailer, livestock trailer, backhoe, front end loader, shredder/mower