

Rodeo Austin Internships!!!

Rodeo Austin is one of the oldest stock shows in Texas having been founded in 1938. Over 1500 volunteers assist with the show each year and they help Rodeo Austin contribute over \$2.6 million each year to the youth of Texas. Last year over 250,000 people attended the three week stock show and that number is expected to grow as the show becomes more popular.



Rodeo Austin can provide valuable experience for anyone looking to work in stock shows, rodeos, or event planning. Right now, Rodeo Austin is looking specifically for two AGEC or AGBU students to intern with the Competitions Coordinator this spring semester. The internships will run from January 4 through March 31. The internships will pay \$1250 per month.

The internships will be very intensive, working with committees ranging from the Breeding Cattle show to the Judging Contests and the Calf Scramble. This is a wonderful opportunity to see how stock shows are run behind the scenes, while you get paid and get college credit!

If you are interested in a shorter-term opportunity, several one or two week internships are also available. Please see the pdf link below.

If you would like to apply for one of these internships, submit the application below before **October 15, 2015**, along with a cover letter, resume, transcript, and a list of references by email, mail, or fax to:

Rodeo Austin
ATTN: Internships
9100 Decker Lake Road
Austin, TX 78724

Fax: 512-919-3005

Email: Stephanie@RodeoAustin.com (Please include "Internship Application" in the subject line)

2015-16 Rodeo Austin Internship Opportunities PDF

2015-16 Rodeo Austin Internship Application PDF

Rodeo Austin®

2015-2016 Internship
Opportunities and Application



\$76,600 in Internships offered!
30 positions available



Currently Accepting Applications



Rodeo Austin

2015-2016 Internships

Currently Accepting Applications

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. Some job duties and projects will have physical demands. Interns will work outside on Fairgrounds during set-up, event and teardown.

ACTS & EXHIBITS INTERNSHIP

POSTING #: 01

START DATE: JANUARY 4, 2016

END DATE: MARCH 31, 2016

STIPEND: \$1,250/MONTH

POSITIONS: 1

JOB REQUIREMENTS: Applicants should have interest in event coordination. Applicants should have basic knowledge of Microsoft Word and Excel Programs. Applicants must be friendly, organized, resourceful and able to handle strong personalities. Applicants must have a strong work ethic and a positive attitude. 40+ hours per week.

DUTIES AND RESPONSIBILITIES:

- Assist Exhibits Coordinator in office and on Fairgrounds
- Assist with contracting and executing commercial vendor agreements
- Collect and record vendor insurance and permits
- Provide customer service and troubleshooting for vendors and fairgrounds attractions (i.e. pig races, petting zoo, etc.) during Fair and Rodeo
- Assist with contracting and facilitating more than 50 local bands for the Outdoor Stage and 100X Club
- Assist with management of Gala (black-tie fundraiser) Silent and Live Auctions
- Maintain database for Silent and Live Auction items

TICKETING INTERNSHIP

POSTING #: 02

START DATE: JANUARY 4, 2016

END DATE: MARCH 31, 2016

STIPEND: \$1,250/MONTH

POSITIONS: 1

JOB REQUIREMENTS: Applicants should have interest in event coordination, ticket sales and working in a customer service role. Internship will require work with marketing, entertainment and sponsorship departments on a regular basis. Applicants should have basic knowledge of Microsoft Word and Excel Programs. Applicants must have a strong work ethic and a positive attitude. 40+ hours per week.

DUTIES AND RESPONSIBILITIES:

- Assist Ticket Coordinator in office and on Fairgrounds
- Assist Ticket Coordinator with event planning and logistics as directed for Rodeo Austin Gala
- Responsible for ticket staff scheduling

- Assist with taking ticket orders over the phone
- Lead generation through cold calling
- Assist with tracking ticket sales and reporting
- Assist with the distribution of credentials
- Assist with fulfillment of ticket orders (mail outs, will call, thank you letters, etc.)
- Assist with ticket operation on Fairgrounds including signage placement and Xtreme Seat logistics

COMPETITIONS INTERNSHIP

POSTING #: 03

START DATE: JANUARY 4, 2016

END DATE: MARCH 31, 2016

STIPEND: \$1,250/MONTH

POSITIONS: 2

JOB REQUIREMENTS: Applicants should have knowledge of livestock and/or horse shows. Applicants should have basic knowledge of Microsoft Office. Applicants must have a strong work ethic and a positive attitude. 40+ hours per week.

DUTIES AND RESPONSIBILITIES:

- Assist Competitions 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 the preparation of materials for shows (judges' books, awards, etc.)
- Assist 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.)

SPONSORSHIP AND SPORTS INTERNSHIP

POSTING #: 04

START DATE: JANUARY 4, 2016

END DATE: MARCH 31, 2016

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. 40+ hours per week.

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
- 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 Fashion and Fine Art and Rodeo Committees

EXECUTIVE INTERNSHIP

POSTING #: 05

START DATE: JANUARY 4, 2016

END DATE: MARCH 31, 2016

STIPEND: \$1,250/MONTH

POSITIONS: 1

JOB REQUIREMENTS: Applicants should have basic knowledge of Microsoft Word and Excel. Applicants must be friendly, extremely organized, resourceful and able to handle strong personalities. Applicants must have a strong work ethic and a positive attitude. 40+ hours per week.

DUTIES AND RESPONSIBILITIES:

- Assist Executive Department in office and on Fairgrounds
- Assist with coordination of 1,500+ volunteers
- Assist with the Junior Leader Program
- Assist with distribution of credential packets and other materials
- Assist with Board meetings as assigned
- Input membership applications into database
- Assist with VIPs as needed before and during Fair and Rodeo
- Greet visitors in reception area
- General office duties such as answering multiple-line phone system, fax, large mail outs

MARKETING INTERNSHIP

POSTING #: 06

START DATE: JANUARY 4, 2016

END DATE: MARCH 31, 2016

STIPEND: \$1,250/MONTH

POSITIONS: 2

JOB REQUIREMENTS: Applicants should have interest in event marketing and communications. Applicants must have basic knowledge of Microsoft Office, InDesign, and Adobe Creative Suite. Applicants must be familiar with AP style and writing press releases. Experience with Final Cut Pro considered a plus. Applicants must have a strong work ethic and a positive attitude. 40+ hours per week.

DUTIES AND RESPONSIBILITIES

- Assist Marketing Coordinator and Graphics Coordinator in office and on Fairgrounds
- Assist in updating RodeoAustin.com with fresh and engaging content
- Assist with social media campaign prior to and during event
- Draft daily news releases during event
- Contact, host and escort media during event
- Assist with registration and event coordination of Rodeo Rumble and School Tours programs
- Assist with coordination of Bullet Proof, Ambassadors and Cowboy Breakfast Committees

OPERATIONS INTERNSHIP (LABOR)

POSTING #: 07

START DATE: JANUARY 4, 2016

END DATE: MAY 31, 2016

STIPEND: \$1,250/MONTH

POSITIONS: 3

JOB REQUIREMENTS: Applicants should have interest in event coordination and must have working knowledge of heavy equipment operation and various hand tools. 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. 40+ hours per week, some weekends.

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 nt 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

SCHOLARSHIPS & OPERATIONS INTERNSHIP

POSTING #: 08

START DATE: JANURARY 4, 2016

END DATE: MARCH 31, 2016

STIPEND: \$1,250/MONTH

POSITIONS: 1

JOB REQUIREMENTS: Applicants should be organized and able to multi task effortlessly. Applicants should have an interest in learning about event planning, event logistics, event scheduling and administering a scholarship program.

DUTIES AND RESPONSIBILITIES

- Assist Senior Manager with both scholarship administration and operations logistics projects as directed.
- Projects in the scholarship department will include administering spring scholarship payments, planning and implementing scholarship event during Fair and Rodeo, working with scholarship volunteer committee
- Projects in the operations department will focus around the creation of a master event timeline by which set up/tear down and event flow will operate.
- Operations department works with numerous vendors: security, EMS, tents, parking, fencing, heavy equipment rentals, communications rentals, general labor, transportation rentals, waste/recycling services, safety personnel and more.
- Projects will also overlap with the ticketing department, including the Rodeo and Concert ticketing projects as well as the Rodeo Austin Gala event planning.

HORSE SHOW INTERNSHIP

POSTING #: 09

START DATE: MARCH 12, 2016

END DATE: MARCH 14, 2016

STIPEND: \$300

POSITIONS: 4

JOB REQUIREMENTS: Applicants should have an understanding of showing horses. Applicant must be enrolled in college, with preference given to Equine Science/Industry focus or major. Preference is given to applicants with ring stewarding and scribing experience. Applicants must wear arena appropriate attire during internship (button-up shirt, clean boots and professional jeans or pants, cowboy hat optional). Applicant must possess a willingness to work long hours.

DUTIES AND RESPONSIBILITIES

- Assist with overall management of Gold Stirrup and AQHA Youth Show
- Assist with show check-in and stalling
- Prepare awards for show
- Assist volunteers of the show
- Ensure Show Barn is clean and stalls are arranged in appropriate manner for respective shows
- Work under supervision of Competitions Coordinator and Show Management to produce respective shows

OPERATIONS INTERNSHIP (ADMIN)

POSTING #: 10

START DATE: JANURARY 4, 2016

END DATE: MARCH 31, 2016

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 must be quick thinker and have solid work ethic. This position will report to the Senior Manager. 40+ hours per week.

DUTIES AND RESPONSIBILITIES

- Assist with all administrative operations duties
- Assist with service vendor contracts (radios, security, parking, etc)
- Assist with payment of invoices, ordering of supplies
- Assist with BBQ Austin event
- Coordinate equipment check in and check out process
- General office duties such as answering multiple-line phone system, fax, large mail outs

RECEPTION INTERNSHIP

POSTING #: 11

START DATE: JANURARY 4, 2016

END DATE: MARCH 31, 2016

STIPEND: \$1,250/MONTH

POSITIONS: 2

JOB REQUIREMENTS: Applicants must have basic understanding of Microsoft Word, Excel and PowerPoint. Applicants must be detail oriented, have an outgoing attitude and strong organization skills. Applicants must be quick to learn and are able to work long hours. 1+ years of work-related experience is preferred.

DUTIES AND RESPONSIBILITIES

- Coordination of Front Office/Lobby/Supply Room/Break Room
- Welcome guests and distribute all incoming calls
- Coordinate with postage carrier and monitor Info@RodeoAustin.com
- Order office and copier supplies

- Assist with phone company and tech company when needed

ENTERTAINMENT INTERNSHIP

POSTING #: 12

START DATE: SEPTEMBER 15, 2015

END DATE: DECEMBER 15, 2015

STIPEND: \$1,250/MONTH

POSITION: 1

JOB REQUIREMENTS: Applicants should have interest in entertainment research and contracting. Applicants should have basic knowledge of Microsoft Word and Microsoft Excel. Applicants must be friendly, organized, resourceful and able to remain poised and professional under pressure. Applicants must have a strong work ethic and a positive attitude. 40 hours per week.

DUTIES AND RESPONSIBILITIES:

- Assist Senior Manager in researching possible artist to perform on Rodeo Austin’s main stage
- Draft offers for potential artists
- Draft performance contracts and riders for confirmed Rodeo Austin artists
- Collect press materials from all Rodeo Austin artists
- Assist Senior Manager of Marketing and Sponsorships with any special projects as assigned

SHOW OFFICE INTERNSHIP

POSTING #: 13

START DATE: MARCH 12, 2016

END DATE: MARCH 26, 2016

STIPEND: \$100/DAY

POSITIONS: 2

JOB REQUIREMENTS: Applicants should have knowledge of livestock and/or horse shows and must be enrolled in college. Preference is given to Agriculture majors. Applicants must work well under pressure and have strong customer service skills. 40+ hours per week.

DUTIES AND RESPONSIBILITIES

- Facilitate Show Office check-in and distribution of weight cards and disposition forms
- Provide general information and customer service to exhibitors and fairgoers
- Assist with shifts in Show Office
- Work under the direction of Competitions Coordinator and Show Office Volunteer Leadership

AVENUE OF BREEDS INTERNSHIP

POSTING #: 14

START DATE: Week 1: MARCH 11, 2016
Week 2: MARCH 19, 2016

END DATE: Week 1: MARCH 19, 2016
Week 2: MARCH 26, 2016

STIPEND: \$100/DAY

POSITIONS: 2 Per Week

JOB REQUIREMENTS: Applicants should have an understanding of livestock and must be enrolled in college. Preference is given to Agriculture majors. Applicants must possess strong communication skills and a willingness to work long hours.

DUTIES AND RESPONSIBILITIES

- Responsible for care and feeding of livestock displayed in the Avenue of Breeds

- Provide educational information at exhibit to fairgoers
- Distribute information and promotional materials
- Work under the supervision of the Competitions Coordinator, Competitive Events Volunteer Leadership and Official Show Veterinarians

LIVESTOCK JUDGING INTERNSHIP

POSTING #: 15

START DATE: MARCH 15, 2016

END DATE: MARCH 26, 2016

STIPEND: \$100/DAY

FILLED

POSITIONS: 1

JOB REQUIREMENTS: Applicants should have an understanding of showing livestock and livestock judging contests. Applicant must be enrolled in college. Applicant must possess a willingness to work long hours.

DUTIES AND RESPONSIBILITIES

- Assist with overall management of 4-H/FFA Livestock Judging Contest
- Provide general care for judging contest livestock
- Assist volunteers of the show
- Ensure Show Barn is clean and pens are arranged in appropriate manner
- Work under supervision of Competitions Coordinator, Superintendent and Judging Contest Volunteer Leadership to produce contest

LIVESTOCK INTERNSHIP

POSTING #: 16

START DATE: MARCH 14, 2016

END DATE: MARCH 17, 2016

STIPEND: \$100/DAY

POSITIONS: 2

JOB REQUIREMENTS: Applicants should have an understanding of showing livestock and must be enrolled in college. Applicants must possess a willingness to work long hours. Applicants must wear arena appropriate attire during internship (blazer, button-up shirt, clean boots and professional jeans or pants).

DUTIES AND RESPONSIBILITIES:

- Assist with overall management of the Market Lamb and Goat Show, Open and Youth Boer Goat Show and Junior Market Poultry Show
- Work under supervision of Show Superintendents to produce respective shows
- Assist with loading and unloading of all livestock
- Assist volunteers of the show
- Ensure Show Barn is clean and pens are arranged in appropriate manner for respective shows

AUCTION INTERNSHIP

POSTING #: 17

START DATE: MARCH 23, 2016

END DATE: MARCH 26, 2016

STIPEND: \$400

POSITIONS: 1

JOB REQUIREMENTS: Applicants should have basic understanding of showing livestock and auctions. Applicant must be enrolled in college and have a strong knowledge of Microsoft PowerPoint. Applicant must wear professional attire during Auction. Applicants must be quick to learn and willing to work long hours.

DUTIES AND RESPONSIBILITIES

- Assist with development of Sale Order for the Youth Auction
- Create extensive PowerPoint presentation used during Youth Auction
- Assist with the set-up of the Auction
- Assist with management of service providers (i.e. concessions, sound/light, decorator, etc.)
- Coordinate delivery of all supplies to the Auction
- Work under supervision of Department Manager and Youth Auction Volunteer Leadership



Rodeo Austin®

2015 - 2016 Internship Application

Accepting applications until filled

Rodeo Austin Internships are temporary employment positions and payroll checks will be subject to tax withholdings and other deductions required by law. All interns must pass a background check prior to employment. Temporary employees are not eligible for medical benefits, retirement benefits or other company benefits except those as required by law.

I. PERSONNEL INFORMATION:

Last Name:	First Name:	Middle Name:	Preferred Name:
Date of Birth:	Phone Number:	Cell Phone Number:	Email Address:
Address:	City:	State:	Zip Code:
College/University Attending:	Classification: (Circle One) Fresh. Soph. Jr. Sr. Graduated	Major:	Expected Graduation Date:
Hours Completed:	Overall GPR:	Position Applying For:	Posting #s in order of preference:
Foreign Languages:	College Advisors Name:	College Advisors Phone #:	
Have you ever been convicted, as an adult, of a felony or subjected to deferred adjudication on a felony charge? Yes or No If yes, please explain.			

II. COVER LETTER:

Please attach a professional cover letter that explains your interest in obtaining an internship with Rodeo Austin, how you are qualified for this positions and your career goals following graduation.

III. RESUME

Please attach a resume (maximum of two pages).

IV. REFERENCES

Please attach a list of three (3) references.

V. TRANSCRIPT(S):

Please attach official transcript(s).

Submit application, cover letter, resume, transcript(s) & list of references via email, mail or fax to:

Rodeo Austin
 ATTN: Internships
 9100 Decker Lake Road, Austin, Texas 78724
 (512) 919-3000 – Fax: (512) 919-3005
 Audrey@RodeoAustin.com – Please include “Internship Application” in subject line