



## Rodeo Department Internship

### ***Responsibilities:***

- Assist with the planning and execution of the Heart O' Texas Fair & Rodeo with primary responsibilities in the Rodeo Department
- Assist multiple departments with preparations for the Fair
- Assist with preparations for the rodeo including signage and promotion
- Organize and maintain nightly awards
- Insure proper fulfillment of Partner/Sponsor agreements in conjunction with the Marketing/Sponsorship Department
- Help fulfill orders through the Pre-Sale Campaign
- Assemble Credential Packets for Rodeo Contestants and Rodeo Guest(s)
- Assist Rodeo Committee with operational tasks

### ***Other Duties:***

- Act as point of contact for Contestants and Public by phone, walk-ins, and e-mail
- Act as Staff Representative with Volunteers and General Public
- Other duties as assigned

### ***Qualifications:***

To successfully complete this job, the following skills are necessary:

- Ability to work independently, make independent judgments, and solve problems
- Provide own transportation
- Excellent Computer skills with knowledge of all Microsoft Office Applications
- Multi-tasking
- Excellent Communication and Public Relations skills, both written and verbal

### ***Reports To:***

Chief Business Officer

### ***Education and/or Experience:***

Currently enrolled as a College or University Sophomore, Junior, or Senior.

### ***Compensation:***

Hourly

### ***Time Commitment:***

October 2-15, 2023

Flexible scheduling

### **Submit Resume and Cover Letter to:**

Melinda Moss

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