



SAN ANTONIO STOCK SHOW & RODEO

# INTERNSHIPS

2021-2022



## ABOUT **OUR ORGANIZATION**

Each February the San Antonio Stock Show & Rodeo, one of the city's largest and most prestigious events, provides world-class entertainment, family-friendly attractions, horse and livestock shows, a carnival and much more! We are made up of over 6,000 volunteers that serve on 45 committees that help drive our mission and welcome approximately 1.5 million visitors on the Fairgrounds each year.

As a 501 (c)(3) nonprofit organization, our mission is "a volunteer organization that emphasizes agriculture and education to develop the youth of Texas." Through various fundraising events and the annual Stock Show & Rodeo, our volunteer efforts have committed more than \$232 million to over 19,000 youth in Texas through scholarships, grants, endowments, junior livestock auctions, western art, calf scramble programs and show premiums.

### WHY CHOOSE US?

- ✓ Hands on experience working for one of the single largest events in San Antonio, a reputable and well known Rodeo brand
- ✓ Paid internship opportunities
- ✓ Networking opportunities
- ✓ Experience with a non-profit organization
- ✓ Understand the planning and execution of an event and the various careers involved



SEE HOW YOU CAN GET INVOLVED

# WHAT'S INSIDE?



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PARTICIPATION IN INTERNSHIP OPPORTUNITIES IS CONTINGENT UPON THE SUCCESSFUL COMPLETION OF A BACKGROUND CHECK .

# COMMUNICATIONS & PUBLIC RELATIONS



## OVERVIEW

The Communications & Public Relations Intern operates under the direction of the Chief Marketing Officer. This internship focuses on publicizing the business and mission of the San Antonio Stock Show & Rodeo. Interns will have the opportunity to work closely with multiple media outlets, volunteer committees and social media influencers. In addition, interns should gain experience in their writing, communication and media relations skills.

## ESSENTIAL DUTIES & RESPONSIBILITIES

Responsibilities include, but are not limited to the following:

- Write PR materials, including press releases, newsletter and website copy
- Assist with proofing multiple materials as needed
- Collaborate with other departments (Livestock, Horse Show, Attractions, etc.) to improve overall communications and PR efforts
- Interact with many different members of the media from print to radio and TV
- In collaboration with the Chief Marketing Officer, identify stories that can be pitched to the media
- Review and keep track of entertainment media policies for each performance
- Provide a wide variety of administrative support to the department
- Assist with the Stock Show & Rodeo's overall PR activities and efforts
- Additional tasks as assigned

## SKILLS & ABILITIES

- Computer savvy (minimum Microsoft Office, Mac or PC design capabilities a plus – especially Photoshop)
- Communicate clearly and concisely, both orally and in writing
- Excellent communication, customer service and interpersonal skills
- Must be able to interact and communicate effectively with peers, leadership, volunteers, media and the public
- Strong time management and organizational skills
- Quick learner with the ability to self-motivate and work in a team environment
- Must have transportation and be able to travel throughout San Antonio
- Must have personal laptop to complete projects





## EDUCATION & EXPERIENCE

- Currently in pursuit of, or a recent recipient of, a degree in Journalism, Public Relations, Communications or related field
- Knowledge of media industry is helpful

## WORK ENVIRONMENT

- During the show – February 10-27 – you will be required to daily, including weekends, and evenings/ nights. Exposure to wide range of environments and elements during the event
- In preparation for the show there will be a few nights and weekends that will be asked of the intern to work
- Must be able to lift and/or carry 30 pounds; capable of standing for one hour or more

## SCHEDULE

December 2021 - March 2022

December 2021

- Available Monday - Friday with hours mutually agreed upon

January 2022 - February 9, 2022

- Available Monday - Friday and select Saturdays

February 10-27, 2022

- Available Monday - Sunday (all 18 days of the Rodeo)

February 28, 2022 - March 2022

- Available Monday - Friday with hours mutually agreed upon

# HOW TO APPLY

Email your resume and cover letter to the individual below with "Communications & PR Internship" in the subject line.

**Chris Derby**  
**chris@sarodeo.com**  
**(210) 225-5851**

## APPLY BY



# CONCERT PRODUCTION



## OVERVIEW

The Concert Production Interns operate under the direction of the Entertainment & Exhibits Officer and the Human Resources Facilitator. A Lead Production Intern will guide Concert Production Interns through task management. This internship is focused on the logistical, hospitality and transportation aspects of producing the 20+ rodeo artist performances during the annual San Antonio Stock Show & Rodeo, as opposed to the technical aspect of production. Concert Production Interns assist the SALE production staff however necessary and act as an additional contact for artist personnel as needed. Concert Production interns should gain experience in planning and executing events and concerts, and a basic knowledge of the entertainment industry.

## ESSENTIAL DUTIES & RESPONSIBILITIES

Responsibilities include, but are not limited to the following:

- Ensure artist hospitality by creating a welcoming, organized, efficient environment
- Provide time-sensitive transportation to artist personnel (“runner”) to locations key to the artist performance, such as airport, hotels, Guitar Center, the venue, etc.
- Communicate with the production team (i.e. Rodeo Artist Police, Artist Tour Management, fellow interns, catering staff) regarding all pertinent details such as timelines, locations and priorities
- Create accurate, up-to-date daily schedules of all artist activities prior to and after artist arrival
- Fulfill riders and stock dressing rooms with extreme attention to detail
- Coordinate logistics, both by phone and in person, with other aspects of the Rodeo event, such as the box office and operations team
- Assist in facilitating artist meet and greets
- Provide administrative support, such as answering and returning production calls and working with Microsoft Office and Photoshop programs to prepare materials
- Support catering staff by verifying banquet event orders and facilitating last minute requests
- Maintain the organization and adequate stock of all supplies
- Coordinate artist appointments, such as golf, dinner or gym arrangements
- Ensure punctuality of all tasks, including arrival, catering, and transportation
- Additional tasks as assigned



**LOGISTICS**



**BEHIND  
THE  
SCENES**



**HOSPITALITY**



## SKILLS & ABILITIES

- Self-motivated, friendly professional, with a hospitable attitude to all at all times
- Clear and effective verbal and written communicator
- Creative and strategic thinker
- Exceptional organizational and time management skills
- Perform well under pressure and thrive in a fast-paced, collaborative environment
- Ability to work both unsupervised and in cooperation with others
- Knowledge of the City of San Antonio, including downtown, central corridor, airport, major roadways and points of interest (familiar with location of local music, office supply and grocery stores, as well as all hotels used by artists)

## EDUCATION & EXPERIENCE

- Age 20 or older with a valid driver's license (Major driving offenses may result in ineligibility)
- Currently in pursuit of, or a recent recipient of, a related degree (Business, Event Management, Communications, Marketing, Music, etc.)
- Interest in the entertainment field
- Competency in Microsoft Office programs
- Proficiency in English; some Spanish may be helpful

## WORK ENVIRONMENT

- Due to the nature of the 20+ concert performances in a 17-day period, interns must be able and willing to work the below shift lengths, and possess an availability that includes a variety of mornings/evenings and weekdays/weekends
- Interns will be located on the event site and may be exposed to animals, dust, elevated noise levels, stage lighting, weather elements, etc. A large amount of walking may be required
- Transporting of large groups of people in 15-passenger vans will be required

## SCHEDULE

- Dates: February 7, 2022 - February 27, 2022, plus mandatory training event in January
- Times: AM Shift: 6:00 AM – 4:00 PM  
PM Shift: 3:30 PM – 1:00 AM
- Shift times are approximate and will be based on artist schedules. AM start times may vary by a few hours
- Non-credit students must fulfill at least 10 shifts. Students seeking credit must fulfill more than 10 shifts based upon their credit hour needs
- Students wishing to fulfill additional shifts may have opportunities to provide administrative support in January and sign up for additional shifts closer to the Rodeo

# HOW TO APPLY

Email your resume and cover letter to the individual below with "Concert Production Internship" in the subject line.

**Brittany Till**  
**[brittany@sarodeo.com](mailto:brittany@sarodeo.com)**  
**(210) 225-5851**

## APPLY BY



# CORPORATE SPONSORSHIPS



## OVERVIEW

Under the direction of the Sponsorship Coordinator, the Corporate Sponsorships Intern will assist the Marketing & Sponsorship Department with preparation, execution and follow up to all contractual sponsorship obligations affiliated with San Antonio Stock Show & Rodeo events and fundraisers. This intern position will interact and network with sponsors, staff members, vendors, volunteers and guests. They will assist in preparing proof of performance reports (recap reports) by creating photo archives in-event and collecting relevant data. The Corporate Sponsorships Intern will perfect skills in organization, communication, multi-tasking and attention to detail.

## ESSENTIAL DUTIES & RESPONSIBILITIES

Responsibilities include, but are not limited to the following:

- Assisting the Sponsorship Team with daily communication, reports and research for over 65 corporate sponsors
- Provide administrative support in preparation for the Stock Show & Rodeo
- Lead the fulfillment of all sponsor hospitality needs (i.e. tickets, parking, and credentials)
- Implement the setup, execution and breakdown (defined as Event Production) on various sponsorship assets (i.e. promotions, PA scripts, advertisements, etc.)
- Lead and organize photography for sponsorship reports
- Assist with the development of sponsorship reports
- Additional duties as assigned





## SKILLS & ABILITIES

- Strong organizational skills
- Strong time management skills
- Ability to work independently and on a team
- Detail Oriented
- Excellent communication skills
- Takes initiative to problem solve
- Able to carry/lift/handle 10-15 pounds
- Ability to work under pressure in fast paced environment
- Ability to maintain a positive attitude under pressure
- Ability to be a leader and follower
- Must have reliable transportation

## EDUCATION & EXPERIENCE

- Currently seeking and/or has obtained a Bachelor's Degree in Marketing, Communications and/or Public Relations
- Microsoft Office experience required (i.e. Outlook, Word, Excel, PowerPoint and Access)
- Event planning experience is a plus

## SCHEDULE

This internship will begin in November 2021 and end in March 2022.

November 2021 - January 2022

- 30 hr/week

February 2022

- 40 hr/week

March 2022

- 20 hr/week

Note: Supervising Manager will work with student's school schedule. Internship scheduling will be discussed during the application/interview process with the suggested dates and hours listed above in mind.

# HOW TO APPLY

Email your resume and cover letter to the individual below with "Sponsorship Intern" in the subject line.

**Charlene Reynoso**  
**charlene@sarodeo.com**  
**(210) 225-5851**

## APPLY BY





# EVENT MANAGEMENT- FAIRGROUNDS ADMINISTRATION



## OVERVIEW

The Fairgrounds Administration intern will perform under the direction of the Attractions Director. This internship will give a hands-on experience in every aspect of event management. Prior to the event, the intern will focus on administrative duties, planning and logistics. During the event, the duties will focus on managing one-off events, stage management and assist with onsite management.

## ESSENTIAL DUTIES & RESPONSIBILITIES

Responsibilities include, but are not limited to the following:

- Assist the Attractions Director with all things related to attractions, grounds acts, fairgrounds venues, carnival and food vendors
- Perform a variety of administrative duties, to include: managing spreadsheets, preparing and filing documents, creating and editing content for print and web, customer service
- Assist with the procurement, contracting and payment of various acts and vendors
- Assist department members and committee chairmen with contract creation
- Attend volunteer committee meetings, help formalize event logistics, coordinate daily duties for their areas
- Assist in on-site event execution, including set-up and break-down
- Document the event by taking pictures, video, and detailed notes for evaluation
- Manage performance stages, assist bands with move in/out processes
- Participate in detailed post-event evaluations with team
- Perform additional tasks as assigned

## SKILLS & ABILITIES

- Possess and demonstrate strong interpersonal skills, detail-oriented observation and task execution traits, professional ability to follow instructions, ask questions, share ideas and exercise good judgement
- Quick thinker, knowledge of conflict resolution, efficient and effective problem solver
- Showcase a creative outlook or approach to even simple or ordinary projects
- Exceptional phone etiquette, writing, editing, and proof-reading skills
- Excellent organizational and time management skills



# EVENT MANAGEMENT- FAIRGROUNDS ADMINISTRATION



## EDUCATION & EXPERIENCE

- Recent graduate or student in pursuit of a degree related to, but not limited to: Event Management, Hospitality & Tourism, Communications, Marketing, Business, etc.
- Interest in Special Events, Event Planning, Non-Profit Organizations
- Fluent in English (reading, writing, speaking), Spanish a plus
- Working knowledge of Microsoft Word and Excel
- Adobe Creative Cloud or CAD skills a plus, may link to or include portfolio examples
- Volunteer or student organizational leadership experience

## WORK ENVIRONMENT

- Interns will be located at San Antonio Stock Show & Rodeo headquarters, mobile locations and fairgrounds site. In course of duties, may be exposed to animals, dust, elevated noises, stage lighting, outdoor weather elements, etc.

## PHYSICAL REQUIREMENTS

- Walking- Moving about on foot to accomplish tasks, particularly for moving from one site to another and for sustained periods of time
- Carrying- Must be able to carry at least 30 lbs. without assistance
- Lifting- Have strength to lift at least 30 lbs. without assistance
- Standing- Particularly for sustained periods of time

## SCHEDULE

Internship may begin as early as October 2021 and end in March 2022

- Due to the nature of the position, interns must be able and willing to work a variety of mornings/evenings and weekdays/weekends depending on event timelines
- Schedule is adjustable as needed to obtain school credit

Oct - Nov

- 20-30 hr/week, 3-4 days/week

Feb

- 40+ hr/week, 6-7 days/week
- Saturday & Sunday included

Dec - Jan

- 30-40 hr/week, 5-6 days/week
- Saturday included

# HOW TO APPLY

Email your resume and cover letter including 3 references to the individual below with "Event Management- Fairgrounds Administration Internship" in the subject line.

**Derrick Adams**  
**derrick@sarodeo.com**  
**(210) 225-5851**

## APPLY BY



# EVENT MANAGEMENT- FAIRGROUNDS OPERATIONS



## OVERVIEW

The Fairgrounds Ops intern will perform under the direction of the Attractions Director. This internship will give a direct experience in event management and interact with every department and volunteer committee of the show. Prior to the February event, the intern will assist with the planning, operational needs and the physical installation of all elements encompassing the creation of the fairgrounds. During the event, the duties will focus on assisting with daily onsite management and fairgrounds activities.

## ESSENTIAL DUTIES & RESPONSIBILITIES

Responsibilities include, but are not limited to the following:

- Assist the Attractions Director with all things related to attractions, grounds acts, fairgrounds venues, carnival and food vendors
- Work closely with event department staff and operations staff on executing logistical plans for fairgrounds activities
- Attend volunteer meetings to help coordinate plans for committee specific installations
- Assist in on-site event execution, including set-up and break-down
- Document the event by taking pictures, video, and detailed notes for evaluation
- Manage performance stages, assist bands with move in/out processes
- Perform additional tasks as assigned

## SKILLS & ABILITIES

- Willingness to build, create, move structures, venues and displays
- Possess and demonstrate strong interpersonal skills, detail oriented observation and task execution traits, professional ability to follow instructions, ask questions, share ideas and exercise good judgement
- Quick thinker, knowledge of conflict resolution, efficient and effective problem solver
- Showcase a creative outlook or approach to even simple or ordinary projects
- Exceptional phone etiquette, writing, editing, and proof-reading skills
- Excellent organizational and time management skills



# EVENT MANAGEMENT- FAIRGROUNDS OPERATIONS



## EDUCATION & EXPERIENCE

- Recent graduate or student in pursuit of a degree related to, but not limited to: Construction Science, Event Management, Hospitality & Tourism, Communications, Marketing, Business, etc.
- Interest in Special Events, Event Planning, Non-Profit Organizations
- Fluent in English (reading, writing, speaking), Spanish a plus
- Volunteer or student organizational leadership experience

## WORK ENVIRONMENT

- Interns will be located at San Antonio Stock Show & Rodeo headquarters, mobile locations and fairgrounds site. In course of duties, may be exposed to animals, dust, elevated noises, stage lighting, outdoor weather elements, etc.

## PHYSICAL REQUIREMENTS

- Walking- Moving about on foot to accomplish tasks, particularly for moving from one site to another and for sustained periods of time
- Carrying- Must be able to carry at least 30 lbs. without assistance
- Lifting- Have strength to lift at least 30 lbs. without assistance
- Standing- Particularly for sustained periods of time
- Experience operating machinery or willing to train on a forklift, scissor lift, etc.

## SCHEDULE

Internship may begin as early as October 2021 and end in March 2022

- Due to the nature of the position, interns must be able and willing to work a variety of mornings/evenings and weekdays/weekends depending on event timelines
- Schedule is adjustable as needed to obtain school credit

Oct - Nov

- 20-30 hr/week, 3-4 days/week

Feb

- 40+ hr/week, 6-7 days/week
- Saturday & Sunday included

Dec - Jan

- 30-40 hr/week, 5-6 days/week
- Saturday included

# HOW TO APPLY

Email your resume and cover letter including 3 references to the individual below with "Event Management- Fairgrounds Operations Internship" in the subject line.

**Derrick Adams**  
**derrick@sarodeo.com**  
**(210) 225-5851**

## APPLY BY



# MULTI-MEDIA MARKETING



## OVERVIEW

The Multi-Media Marketing intern operates under the direction of the Creative Design Manager. This internship focuses on assisting with the creation and editing of marketing collateral to be used during the 2022 San Antonio Stock Show & Rodeo. Marketing collateral includes: graphic design assets and videos to be used on social media and in-arena video screens at the AT&T Center. Interns will work closely with the marketing team to support the organization's mission, as well as support branding and marketing goals. Additionally, the goal of this internship is to develop the intern's marketing, branding, design and video-editing skills, as well as help build their portfolio with professional content.

## ESSENTIAL DUTIES & RESPONSIBILITIES

Responsibilities include, but are not limited to the following:

- Assist in developing marketing collateral for multi-media
- Support design and video-editing needs
- Create slides to be used in-arena
- Create ads to be used on social media
- Edit existing video spots for multiple uses
- Organize and deliver content for internal and external use
- Assist marketing team with additional tasks as needed

## SKILLS & ABILITIES

- Ability to use design and editing programs such as Adobe Suite (Photoshop, Premire Pro, etc.)
- Understands print and video file formats (Raster, Vector, Video Codec, Quality, etc.)
- Ability to use and follow branding guidelines
- Understands copyright, usage rights and media content guidelines
- Understands print and video production development
- Results-oriented, motivated self-starter with the ability to multitask
- Friendly and professional demeanor even when fatigued and under pressure
- Exceptional organization, communication and time management skills
- Perform well under pressure in thrive in a fast-paced, collaborative environment
- Able and willing to work extended hours as required, including some evenings and weekends





## EDUCATION AND EXPERIENCE

- Currently in pursuit of, or a recent recipient of, a related degree (Communication, Graphic Design, Video Production, Public Relations, Marketing, Business, etc.) Junior or Senior qualification preferred
- Knowledge of digital media marketing tools (i.e. website, app, social media)
- Design and/or video samples to show
- Familiar with rodeo, music, entertainment or livestock show settings
- Proficient in Microsoft Office suite

## SCHEDULE

- Full-time, paid internship with flexible schedule
- Tentative schedule: September 2021 - March 2022

## HOW TO APPLY

Email your resume and cover letter to the individual below with “Multi-Media Marketing Intern” in the subject line.

**Chris Peter**  
**chrisp@sarodeo.com**  
**(210) 225-5851**

## APPLY BY



# OFFICIAL MERCHANDISE/ TRADE SHOW PRODUCTION



## OVERVIEW

The Shops at the Rodeo, which were once housed in three separate buildings, will now find a new home under one roof inside the Expo Hall. Home to over 200 vendors, our official merchandise store, attractions and live music, the Expo Hall provides guests an opportunity to experience the Rodeo in a new light. The backbone of the retail program is our Rodeo Retail Committee and Souvenir Committee. These volunteers provide support in creating a seamless experience for retail vendors who attend the event and work tirelessly to operate our souvenir booths to outfit our guests in San Antonio Stock Show & Rodeo Official Merchandise. As the Official Merchandise/Trade Show Production Intern, you will work alongside the committees and assist the Retail Director in preparation and management of retail operations throughout the Rodeo.

## ESSENTIAL DUTIES & RESPONSIBILITIES

Responsibilities include, but are not limited to the following:

- Prepare Shops at the Rodeo marketing content
- Develop a daily newsletter which will be distributed amongst 200+ vendors throughout the length of the Rodeo
- Prepare and manage up to date information on our website
- Assist with management of e-commerce site and fulfillment of online sales for our Official Merchandise program
- Create and edit grounds signage, store directories, and maps
- Assist with on-site event execution including event set-up and break-down
- Communicate with Retail Vendors, Volunteers, and Patrons to resolve conflicts and ensure satisfaction of all parties
- Maintain a comprehensive database of vendor information as well as an accurate filing system of documents which may be confidential, legal and/or time sensitive
- Assist with in office procedures, screen visitors and telephone calls directed to department
- Additional tasks as assigned



**DESIGN**



**CREATIVE  
WRITING**



**LOGISTICS**

# OFFICIAL MERCHANDISE/TRADE SHOW PRODUCTION



## SKILLS & ABILITIES

- Strong interpersonal, verbal, and written communication skills
- Ability to think spatially
- Quick learner with the ability to self-motivate and work in a fast paced environment
- Interest in Special Events, Event Planning/Management, Retail, and/or Non-Profit
- Self-motivated, friendly professional, with a hospitable attitude always

## EDUCATION & EXPERIENCE

- Currently in pursuit of, or a recent recipient of, a related degree (Event Management, Communication, Marketing, Sales, etc.)
- Proficiency in Microsoft Office programs
- Knowledge of Adobe Creative Suite (Indesign, Illustrator, Photoshop)
- Knowledge of AutoCAD

## PHYSICAL REQUIREMENTS

- Walking- Moving about on foot to accomplish tasks, particularly for moving from one site to another and sustained periods of time
- Standing- Particularly for sustained periods of time
- Climbing- Ascending or descending stairs frequently

## SCHEDULE

November 4, 2021 to March 11, 2022

Nov 1 - Feb 4

- 20-30 hr/week
- Office Hours 9 AM - 5 PM (Flexible with schedule)
- \*Longer hours may be expected during Winter Break

Feb 5 - Mar 11

- 25-35 hr/week
- 8 AM - Noon, Daily

# HOW TO APPLY

Email your resume and cover letter to the individual below with "Official Merchandise/Trade Show Production Internship" in the subject line.

**Kelby Bellows**  
**kelby@sarodeo.com**  
**(210) 225-5851**

**APPLY BY**





# OPERATIONS



## OVERVIEW

The Operations Intern will assist the Operations Department which coordinates the fairgrounds and facilities setup and cleanup, maintenance, purchasing, safety programs including security and medical needs, emergency preparedness, parking and transportation. The Operations Intern will report to the Operations Staff.

## ESSENTIAL DUTIES & RESPONSIBILITIES

Responsibilities include, but are not limited to, the following:

- Assist in warehouse distribution, including the purchasing, receiving and dispersal of materials and supplies (ex: paper products, beverages, towel and construction-related items)
- Assist in the setup and teardown of all buildings, exhibits, tents, etc. in coordination with other Rodeo staff and partners
- Assist in coordinating the parking, transportation and shuttle needs
- Assist in the purchasing, receiving and removal of all arena dirt, shavings and animal bedding
- Encourage the support and efforts of the 6,000+ volunteers who make it possible for the Rodeo to achieve its mission
- Adhere to and uphold the organization's mission and core values of integrity, caring and excellence and represent the Rodeo in a professional manner at all times
- Perform additional tasks as assigned

## SKILLS & ABILITIES

- Computer experience with an emphasis in Microsoft Office
- Quick learner with the ability to work in a fast-paced environment
- Possess strong interpersonal, verbal and written communication skills
- Self-motivated, friendly, professional with a hospitable attitude





## EDUCATION & EXPERIENCE

- Recent graduate or student in pursuit of a degree related to, but not limited to: Construction Science, Event Management, Agriculture, Systems Management, etc.
- Interest in Special Events, Event Planning, Non-Profit Organizations
- Fluent in English (reading, writing, speaking)
- Volunteer or student organizational leadership experience

## WORK ENVIRONMENT

- Interns will be located at San Antonio Stock Show & Rodeo headquarters, mobile locations and fairgrounds site. In course of duties, may be exposed to animals, dust, elevated noises, stage lighting, outdoor weather elements, etc.

## PHYSICAL REQUIREMENTS

- Walking- Moving about on foot to accomplish tasks, particularly for moving from one site to another and for sustained periods of time
- Carrying- Must be able to carry at least 50 lbs. without assistance
- Lifting- Have strength to lift at least 50 lbs. without assistance
- Climbing-ascending or descending stairs or ladders frequently
- Standing- Particularly for sustained periods of time

## SCHEDULE

- Internship will begin January 3, 2022 and end March 15, 2022.
- Extended hours and weekends may be required.

# HOW TO APPLY

Email your resume and cover letter including to the individual below with "Operations Internship" in the subject line.

**Cody Tharp**  
[ctharp@sarodeo.com](mailto:ctharp@sarodeo.com)  
(210) 225-5851

## APPLY BY



# VIDEO & PHOTOGRAPHY



## OVERVIEW

The Video & Photography Intern operates under the direction of the Creative Design Manager. This internship focuses on assisting with video production and photography during the 2022 San Antonio Stock Show & Rodeo. The intern will gather video and photo content to be used on social media, inside the AT&T Center and future marketing collateral. Interns will have the ability to work closely with volunteer committees and marketing team members to develop and capture content. Additionally, the goal of this internship is to develop the intern's marketing, video production and photography skills, as well as help build their portfolio with professional content.

## ESSENTIAL DUTIES & RESPONSIBILITIES

Responsibilities include, but are not limited to the following:

- Photograph and video patrons, contestants and activities
- Follow branding guidelines and content checklists
- Interview music artists, contestants, volunteers, staff and patrons
- Assist in developing marketing collateral for multi-media
- Support photo and video-editing needs
- Edit video spots for multiple uses
- Organize and deliver content for internal and external use
- Assist marketing team with additional tasks as needed

## SKILLS & ABILITIES

- Ability to use audio/video equipment including camcorders, cameras, lighting and microphones
- Ability to use design and editing programs in Adobe Suite
- Understands photo and video file formats and sizes
- Ability to use and follow branding guidelines
- Understands copyright, usage rights and media content guidelines
- Understands print and video production development
- Results-oriented, motivated self-starter with the ability to multitask
- Friendly and professional demeanor even when fatigued and under pressure
- Exceptional organization, communication and time management skills
- Perform well under pressure in thrive in a fast-paced, collaborative environment
- Able and willing to work extended hours as required, including some evenings and





## EDUCATION AND EXPERIENCE

- Currently in pursuit of, or a recent recipient of, a related degree (Communication, Graphic Design, Video Production, Public Relations, Marketing, Business, etc.) Junior or Senior qualification preferred
- Knowledge of digital media marketing tools (i.e. website, app, social media)
- Video and photo examples to show
- Familiar with rodeo, music, entertainment or livestock show settings
- Proficient in Microsoft Office suite

## SCHEDULE

- Full-time, paid internship with flexible schedule
- Tentative schedule: December 2021 - March 2022

“My goal is to make this internship as beneficial for you as it is to helping our organization and supporting our mission of Helping educate the youth of Texas.”

– Chris Peter, Creative Design Manger

## HOW TO APPLY

Email your resume and cover letter to the individual below with “Video & Photography Intern” in the subject line.

**Chris Peter**  
**chrisp@sarodeo.com**  
**(210) 225-5851**

## APPLY BY



# SEASONAL TICKET STAFF



## OVERVIEW

The 2022 San Antonio Stock Show & Rodeo is taking place on the fairgrounds of the AT&T Center from February 10-27, 2022. Ticket Office staff requires interaction with customers regarding multiple events. Staff needs to assure customers receive correct information and/or are sold correct tickets.

Staff will report directly to the Rodeo Box Office Manager. Flexible shifts available November 2021 through February 27, 2022.

## ESSENTIAL DUTIES & RESPONSIBILITIES

Responsibilities include, but are not limited to the following:

- Assure exemplary service for all customers both in person and over the phone
- Keep abreast of public event information such as dates, times, and entertainers
- Be able to assist customers with finding their requested ticket needs
- Work with Customer Relations Director for ticket holder questions/concerns
- Have working knowledge of all promotions and offers
- Understand the layout and description of the Rodeo Grounds including exhibits and carnival
- Other duties as assigned by management

## DESIRED QUALIFICATIONS AND QUALITIES

- Experienced handling cash
- Friendly customer centered approach
- Punctual for work shifts
- Perform well under pressure and thrive in a fast-paced, collaborative environment
- Excellent interpersonal skills and ability to work well both with supervision and independently

## HOW TO APPLY

Email the individual below with "Seasonal Ticket Staff" in the subject line.

**Melissa Cunningham**  
[melissa@sarodeo.com](mailto:melissa@sarodeo.com)  
(210) 225-5851

**APPLY BY**

