



SAN ANTONIO STOCK SHOW & RODEO

INTERNSHIPS

2023-2024



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 40 committees that help drive our mission and welcome approximately 1.3 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 \$255 million to over 21,000 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 .

MARKETING



OVERVIEW

The Marketing 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.

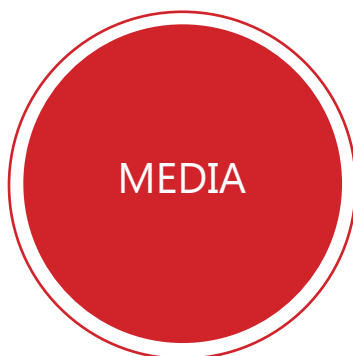
ESSENTIAL DUTIES & RESPONSIBILITIES

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 8-25 – 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 2023 - March 2024

December 2023

- Available Monday - Friday with hours mutually agreed upon

January 2024 - February 7, 2024

- Available Monday - Friday and select Saturdays

February 8-25, 2024

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

February 26, 2024 - March 2024

- Available Monday - Friday with hours mutually agreed upon

HOW TO APPLY

Email your resume and cover letter to the individual below with "Marketing 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 Brand Director. 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 & PAYMENT

- Dates: February 5, 2024 - February 24, 2024, plus mandatory training event in late January
- Times: AM Shifts: Weekdays 7:00 AM - 3:00 PM, Weekends 5:00 AM – 3:00 PM
PM Shift: Weekdays & Weekends 3:00 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
- Payment structure will be discussed during the interview process

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
(210) 225-5851

APPLY BY



EVENT MANAGEMENT- FAIRGROUNDS ADMINISTRATION



OVERVIEW

The Fairgrounds Administration intern will perform under the direction of the Festival 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





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 November 2023 and end in March 2024

- 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

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.

Sean Williams
seanw@sarodeo.com
(210) 225-5851

APPLY BY



TICKETING & SALES



OVERVIEW

The internship assists with ticket sales and support for group sales and promotions, and gate greeter schedules. The position requires interaction with multiple departments and the Rodeo Ticket Committee to ensure customers receive correct and timely information. Candidate will report directly to the Customer Relations Director.

ESSENTIAL DUTIES & RESPONSIBILITIES

Responsibilities include, but are not limited to the following:

- Provide exemplary customer service
- Keep abreast of public event information such as dates, times, and entertainers
- Have working knowledge of all promotions and offers created by the Marketing Department
- Understand the layout and description of the Fairgrounds exhibits
- Work with ticketing system to assist with current and new ticket orders as needed
- Additional tasks as assigned

SKILLS & ABILITIES

- Exceptional organization, prioritization and time-management skills
- Results-oriented, motivated self-starter with the capacity to multi-task
- 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
- Exceptional written and oral communications
- Working knowledge of Microsoft Office
- Able and willing to work evenings as needed





EDUCATION & EXPERIENCE

- Currently in pursuit of, or a recent recipient of, a related degree (Business, Event Management, Communications, Marketing, etc.)
- Interest in Sales
- Competency in Microsoft Office programs
- Proficiency in English. Some Spanish may be helpful

SCHEDULE

Internship may begin as early as October 2023 and end in February 2024.

- Approximately 30 hr/week

Potential opportunity for part-time employment as ticket staff once rodeo begins.

HOW TO APPLY

Email your references, resume and cover letter to the individual below with "Sales Internship" in the subject line.

Patti Martin
patti@sarodeo.com
(210) 225-5851

APPLY BY



*Applications will be accepted until position is filled.

OFFICIAL MERCHANDISE/ TRADE SHOW PRODUCTION



OVERVIEW

The Shops at the Rodeo, located in the Expo Hall, are home to nearly 200 vendors, official merchandise store "Rodeo Outfitters", attractions, live music, and more. 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 logistics and 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

December 1 - March 10

Dec - Jan

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

Feb - March

- 25-35 hr/week
- 8 AM - Noon, During most show days

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



SEASONAL TICKET STAFF



OVERVIEW

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 2023 through February 25, 2024.

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
(210) 985-4748

APPLY BY



INFORMATION TECHNOLOGY



OVERVIEW

The technology team is looking for an IT Intern with a passion for technology, collaboration and creative problem-solving. The IT Intern will actively contribute to meaningful projects and work closely with the IT team to provide the onsite staff, volunteers and vendors with strong, adaptable technological environment while gaining skills and knowledge which will provide him/her with a blended educational experience.

ESSENTIAL DUTIES & RESPONSIBILITIES

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

- Support the technology team with the maintenance of hardware, software and other systems as needed
- Troubleshoot issues with equipment (i.e. printers, computers, cabling)
- Run software updates as requested
- Participate in the deployment of new desktops or applications
- Research unusual issues the teams may encounter
- Perform additional tasks as assigned

SKILLS & ABILITIES

- Good understanding of computer hardware
- Basic understand of computer networks
- Ability to work independently and in a team environment
- Detail-oriented
- Ability to seek out a solution independently

EDUCATION & EXPERIENCE

- Recent graduate or student in pursuit of a degree related to, but not limited to: Information Technology/Computer Science (Junior or Senior level preferred)
- Working knowledge or Windows Operation Systems (Windows 10/11), iOS devices (Mac helpful but not required)
- Working knowledge of Microsoft Office 365
- Fluent in English (reading, writing, speaking)
- Basic understanding of a Microsoft Windows environment is helpful





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 40 lbs. without assistance
- Lifting- Have strength to lift at least 40 lbs. without assistance
- Climbing-ascending or descending stairs or ladders frequently
- Standing- Particularly for sustained periods of time

SCHEDULE

Internship will run from December - March to support the upcoming Stock Show & Rodeo.

- 20-30 hours/week for December, January and March
- Extended hours and weekends may be required during the month of February

HOW TO APPLY

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

Chris Weaver
chrisw@sarodeo.com
(210) 225-5851

APPLY BY

