

Valero Alamo Bowl Events Internship

The Valero Alamo Bowl is a 501(c)(3) non-profit organization that produces a calendar of events highlighted by a post-season college football game between the Big 12 and Pac-12 conferences played in San Antonio, Texas the last week of December.

The bowl annually hires three (3) full-time interns focusing on events/hospitality, ticket sales/service as well as communications/digital marketing. While each intern will be involved with aspects of each area to gain a broader experience while serving the overall goal of our organization, the main responsibilities of each position include, but are not limited to the following:

EVENTS / HOSPITALITY

- Assist with all aspects of event coordination for the Valero Alamo Bowl's Community Festival of Events. Events include golf functions, luncheons, sponsor and pregame parties, interactive pregame area and more.
- Design and/or edit event programs, flyers and other collateral using Adobe InDesign & Photoshop.
- Manage procurement of event-specific prizes and/or auction items as needed.
- Coordinate all aspects of the bowl's volunteer program including recruitment, scheduling and managing as well as maintaining a volunteer database.
- Assist with storing, organizing, preparing, loading & unloading event items and supplies.
- Recruit, train and manage Fan Experience Team on game day.

GENERAL

- Assist with all aspects of day-to-day office operations including but not limited to managing contact lists, data-entry, answering phones, preparing meeting materials and running errands.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

- Track record of success demonstrating initiative and independent problem solving
- Responsible for handling own workloads and being self-motivated
- Able to manage, prioritize and bring multiple projects to completion
- Ability to work under pressure and autonomously
- Follow instructions and respond to management direction
- Follow organizational policies and procedures
- Approach others in a tactful manner
- Work collaboratively with other interns and staff on office-wide projects as needed
- Demonstrate accuracy and thoroughness
- Adapt to changes in the work environment
- Consistently arrive on time with a professional appearance

OTHER SKILLS AND ABILITIES

Proficient in Word, Excel, PowerPoint, Adobe InDesign and Photoshop.

Ability to work in a team environment and handle several projects simultaneously.

Self-motivated, detail oriented, adaptable and dependable.

Excellent customer service skills, written and verbal communication skills and organizational skills.

Candidate must be available to work full-time including evenings, weekends and holidays as requested. Interns are required to be able to lift 30 pounds as well as have a valid driver's license and dependable transportation.

Qualified candidates should forward a cover letter, resume, work/writing samples and three work-related references as PDF attachments to **Julie Baker | bakerj@alamobowl.com**

- **Stipend:** \$10 per hour
- **Length of Appointment:** September 2019 - January 17, 2020
- **Time Requirement:** 40 hours per week with extended hours October - December.