



Events Coordinator Internship

The Valero Alamo Bowl is accepting applications for a full-time, seasonal intern to serve as our Events Coordinator from August 1, 2022 – January 13, 2023. Given our small staff size, this in-person position will serve a member of the events team for our 30th anniversary season with the following duties:

- Coordinate all event on the Valero Alamo Bowl's 2022 calendar including a golf tournament, multiple luncheons, sponsor and pregame parties, networking mixers, interactive pregame area, and more.
- Edit event programs, flyers, and other collateral using Adobe InDesign and Photoshop
- Coordinate event RSVP lists and sponsor fulfillment for each event to ensure accuracy
- Manage and staff Bowl's Team Hospitality program including VIP Hospitality Rooms, Player Hospitality Rooms, and Sponsor Hospitality
- Help procure and organize event-specific prizes and/or auction items as needed
- Coordinate the Bowl's volunteer program including recruitment, scheduling, communicating, and managing as well as maintaining a volunteer database
- Assist with storing, organizing, preparing, loading & unloading event items and supplies

These wide-ranging duties have allowed successful persons in this position to secure full-time events roles with full-service hotels, major event venues, marketing agencies, and event production companies.

Testimonials:

- "Each month my level of responsibility increased at the Bowl. By December, the scope of my duties exceeded what I had in my first 2 years at my full-time job." -- LW
- "I've never learned more or had more fun in such a short period. It was a lot of work, but so worth it given the opportunities I had when it was over." -- WS
- "My 5 months at the Valero Alamo Bowl gave me the experience and foundation to both secure a dream job and contribute immediately." -- YC

Interested in Joining the Team?

To apply, please send a cover letter, resume, and three work related references via email to Julie Baker, Vice President of Operations, Valero Alamo Bowl, at bakerj@alamobowl.com. More details and other opportunities [here](#).

- *Stipend:* \$12 per hour plus overtime after 40 hours worked per week
- *Length of Appointment:* August 1, 2022 - January 13, 2023
- *Time Requirement:* 40 hours per week with extended hours November – December.