



Events Internship

The Valero Alamo Bowl is accepting applications for a full-time, seasonal intern from August 4, 2025 – January 16, 2026.

Responsibilities

Given our small staff size, this position will support the Bowl's events department and be responsible for:

- Assist in coordinating all [Bowl Events](#) on the Valero Alamo Bowl's 2025 calendar including but not limited to 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
- Help procure and organize event-specific prizes and/or auction items as needed
- Assist in coordinating the Bowl's volunteer program
- 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.

Competencies

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

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

Additional Skills and Abilities

- Proficient in Microsoft Office Suite
- Experience with Adobe InDesign and Photoshop or similar
- 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

Interested in Joining the Team?

To apply, please send a cover letter and resume that details your computer/desktop publishing, communication, and organizational skills as well as three work related references via email to Julie Baker at bakerj@alamobowl.com

- Hourly: \$12 per hour plus overtime after 40 hours worked per week
- Length of Appointment: August 4, 2025 - January 16, 2026
- Time Requirement: 40 hours per week with extended hours November – December.
- 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.

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