



Position: Events Intern
Part-Time, 20 Hours per week

Company: **Buccaneer Commission**
1415 N. Water St., Corpus Christi, TX 78701

Job Description:

The Buccaneer Commission, a non-profit organization, established in 1938 annually stages Buccaneer Days (Buc Days)- the largest, longest running festival in South Texas. Each May attendees experience family entertainment, Western Sports (Rodeo Corpus Christi, PBR Velocity Tour Finals), live music and more, all while supporting educational efforts through academic competitions and scholarships. To date, the Buccaneer Commission has awarded more than \$3 million in scholarships and grants.

The Events Intern will provide support before, during and immediately following the 2027 Buc Days event and will report to the Competitions Coordinator. This role provides hands-on experience in event coordination, logistics, and community outreach.

Primary duties include:

- Event Coordination
 - Assist in planning and organizing events (4-H Clays Youth Shoot, Children's Parade, Night Parade, STEAM Competitions, VIP events), including setup, scheduling, and execution
 - Support the coordination of registration and communication (website forms/minor edits, eblasts, etc.)
 - Serve as on-site contact to ensure smooth operation of events.
- Participant Support
 - Help participants with registration, instructions and inquiries.
 - Ensure that all competition rules and guidelines are communicated effectively.
- Logistics and Operations
 - Help with the setup and teardown of events, including equipment and signage.
 - Track/maintain up to date inventory of event materials, such as score sheets, awards and participant kits.
 - Data entry, report preparation, and file management.
 - Track competition results and feedback.
- Community Engagement:
 - Engage with attendees and participants to promote a positive and inclusive competition experience.
 - Help gather and analyze feedback to improve future events.

Other Duties:

- Administrative Support
 - Perform administrative duties such as scheduling meetings, preparing reports, and maintaining files.
 - Provide general support to the Marketing and Operations teams as needed.
 - General office support; answering phones, assisting customers
 - Work front reception desk as needed and assigned
- Work with volunteers to coordinate committee meetings, functions and activities
- Other duties as assigned

Education/Experience:

- Completion of at least three years of study, majoring in Business, Public Relations, Communications, Hospitality, or similar
- Academic success (a minimum cumulative GPA of 3.0)
- Proficient in Microsoft Word, Excel and Power Point. Preferred working knowledge of Canva, WordPress and CRM systems
- Ability to work under tight deadlines and manage changing priorities to meet schedules and demand
- Self-starter with positive and outgoing attitude
- Excellent verbal and written communication skills
- Ability to work some evenings and weekends