



Position: Operations 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 \$2.9 million in scholarships and grants.

The person accepting this assignment will be working closely with the Operations Manager. Training will be on the job, with open-door access to the Operations Manager for follow-up questions and support.

Primary duties include:

- Assist with the Operations for Buc Days
 - Review and assist with building out of the Operations Event Plan and Schedule
 - Assist with creating and updating layouts and diagrams of event spaces and equipment
 - Assist in coordinating and executing logistics around events and internal operations
 - Support internal projects
 - Assist in acquisition of supplies and materials as needed
 - Assist in coordination of Operations team as needed for projects and maintenance
- Assist with the Membership & Volunteer Signups for Buc Days
 - Ensure that Members are signed up at the appropriate levels
 - Protect organization's value and individuals' privacy by maintaining confidentiality
 - Maintain integrity of Membership Information in Salesforce by researching and updating records
 - Creating credentials packets for Members
 - Assist in coordination of Member engagement programs and meetings
- Assist with Vendors & Attractions for Buc Days
 - Ensure that all required documentation for vendors and attractions is on file
 - Creating credentials packets for vendors and attractions
 - Assist with Load In & Load Out of Vendors and Attractions

Other Duties:

- Administrative Support
 - Perform administrative duties such as scheduling meetings, preparing reports, and maintaining files.
 - Provide general support to the Operations team 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:

- Academic success (a minimum cumulative GPA of 3.0)
- Proficient in Microsoft Word, Excel and Power Point. Preferred working knowledge of 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