



Special Events Coordinator (March-June 2012)

Overview:

- Assist Marketing Director with Pro-Am Pairings Party; includes planning, menus, setup, invitations etc.
- Coordinate Silent and Live Auction with committee.
- Coordinate the Champions Tour Honorary Observer Program; inside the ropes experience with Champions Tour Professionals.
- Coordinate Networking on the Green and Toast of Champion events.
- Assist with Volunteer Uniform Distribution, Kids Day and University Putting Challenge if needed.

General Responsibilities:

- Responsible for overall operation for each event mentioned above with the assistance of tournament staff.
- Create plan, agendas and logistical needs for each event.
- Responsible for facilitating the Silent Auction and procuring items.
- Coordinate all Silent Auction materials, including programs, bid cards, and bid sheets.
- Work with volunteer committee to operation silent auction; bid processes and procedures
- Fulfill all contract requirements for each event.
- Responsible for miscellaneous operational duties in connection with tournament committees for event preparation.
- Provide tournament staff with a comprehensive summary of internship after the event.

Timeframe:

March–June 2012. Minimum of 20 hours per week Monday–Friday leading up to the event. Event time hours (mid May–June) are 40+ hours and is mandatory. Some weekends on an “as-needed” basis. Option to begin before March and continue past June to assist with tournament wrap-up, if necessary to meet course credit requirements. This is a paid position; compensation will be discussed upon hiring.

Qualifications:

Junior or Senior-level college student majoring in Sport Management, Marketing or related field. Must have basic knowledge of PC software systems, including Word and Excel. Knowledge of Adobe Photoshop preferred but not required. Requires good-organizational, problem solving, verbal and written communication and interpersonal skills. Professionalism a must. Experience gained in management, marketing, operations/logistics, purchasing and trade negotiations.

Apply Now:

Contact Jessica Helgren, jessica@principalcharityclassic.com or 515-279-4653 for more information.

