

## Tournament Administration Intern

**Internship Dates:** April 1 – June 21, 2019\*

The [Principal Charity Classic](#) is an annual PGA TOUR Champions event held at historic Wakonda Club in Des Moines. Since 2007, the tournament has raised approximately \$17.7 million for Iowa children's charities. The event draws some of the biggest names in golf to Des Moines, including Bernhard Langer, Miguel Ángel Jiménez, John Daly, Jesper Parnevik, Scott McCarron, Jay Haas, Fred Funk, Fuzzy Zoeller, 2018 champion Tom Lehman and many more. The tournament is managed by [Bruno Event Team](#).

### Internship overview:

The **Tournament Administration Intern** will work alongside the full-time tournament staff on many aspects of the event. Primary areas of concentration will include customer service, event execution and clerical administration. The ideal candidate will possess strong written and oral communication skills, the ability to work independently on multiple projects and a willingness to go above and beyond for tournament stakeholders. This paid internship is an excellent opportunity for students who are serious about pursuing a career in sports. Interns will be asked to take ownership of key projects and will gain strong professional experience.

### Intern responsibilities:

**The Tournament Administration Intern will be the main point of contact for the following projects, and responsible for all tasks associated with each.**

- Answer incoming office phone calls and redirect them to full-time staff as appropriate.
- Execute all aspects of the tournament's 2019 Honorary Observer Program.
- Manage the tournament's volunteer committees, including volunteer scheduling.
- Help oversee Volunteer Headquarters on-site during tournament week, including volunteer meals.
- Book hotel accommodations for PGA TOUR Champions players, TOUR officials, sponsors and support staff.
- Manage Principal Charity Classic promotions at local community events prior to tournament.
- Produce weekly media monitoring reports prior to tournament and daily reports during tournament week.

**The Tournament Administration Intern will assist full-time staff with the following projects on a daily basis:**

- Assist with Birdies For Charity program, including data entry, filing documents, etc.
- Assist with processing manual ticket orders and donation requests.
- Assist with tournament credentialing process; media, volunteers, vendors, support staff.
- Assist with updating and maintaining [principalcharityclassic.com](#).
- Assist with planning for and the execution of special events during tournament week.
- Assist with media interview staffing and support during tournament week.

### Timeframe:

- Internship dates are April 1 – June 21, 2019 (\*these dates are approximate and subject to change as needed).
- Minimum of 20 hours per week in April; some evening or weekend hours may be required during this month.
- Event-time hours (mid-May – June) are 40-80 hours per week, including evening and weekend hours.

### Qualifications:

- Must be a current college/graduate program student studying Sports Management, Public Relations, Marketing or a related field **OR** a recent graduate with relevant experience.
- Possess developed written and oral communication skills, the ability to work independently on multiple projects and flexibility to assist with areas of the tournament as needed.
- Must have basic knowledge of PC software systems, including Microsoft Office and Excel.
- Working knowledge of Adobe Photoshop and Constant Contact preferred, but not required.

### To apply:

Submit your resume, cover letter and contact information for three references on or before **November 2, 2018**. Please direct materials and questions to Jenny Fields at [jenny@principalcharityclassic.com](mailto:jenny@principalcharityclassic.com) or by calling 515-279-4653.