

Tournament Manager, Principal Charity Classic

[Bruno Event Team](#) has an immediate and exciting opportunity for an entry to mid-level professional to serve as a Tournament Manager with the [Principal Charity Classic](#), the annual PGA TOUR Champions event in Des Moines, Iowa. This position will play a key role as a member of our current team in Des Moines and will report to the Tournament Director.

The award-winning [Principal Charity Classic](#), named the 2016 PGA TOUR Champions Tournament of the Year, has raised more than \$17.7 MILLION for Iowa kids since 2007. The event draws some of the biggest names in golf to Des Moines each year, including 2018 champion Tom Lehman, Bernhard Langer, Miguel Ángel Jiménez, John Daly, Corey Pavin, Jesper Parnevik, Jay Haas, Lee Janzen and Fred Funk, among many others. The tournament is managed by [Bruno Event Team](#), a nationwide sports management company.

Available position:

Tournament Manager.

Primary responsibilities:

- Manage the tournament's online ticketing platform and ticket order fulfillment.
- Oversee tournament credentialing.
- Manage a variety of tournament communication channels, including website, social media, press releases, etc.
- Coordinate creative advertising in close partnership with title sponsor; annual creative includes print, digital, outdoor, radio, television, etc.
- Establish relationships with local media and manage media requests.
- Manage relationship with marketing partners and execute promotions.
- Coordinate a variety of special events, including the tournament's Opening Ceremony and year-round participation in various community/partner events.
- Manage the tournament's online charity auction platform and lead execution of online auctions.
- Assist with various tournament administrative duties as needed.

Qualifications:

- College/university graduate with a degree in communications, marketing, sports management, business or a related field. Previous event-related internships or work experience desired.
- Ideal candidate is an energetic self-starter and advanced communicator with a passion for taking ownership of multiple projects, executing with excellence in a fast-paced environment and serving as a reliable member of a small and dedicated team.
- The ability to work in multiple environments (in the office and on the golf course) and interact professionally with many different kinds of audiences and people.
- Must have basic knowledge of PC software systems, including Microsoft Office and Excel. Experience with Word Press, Photoshop and basic HTML desired. Previous exposure to ticketing software a plus.

To apply:

Please submit your resume, cover letter and contact information for three professional references to Douglas K. Habgood at dhabgood@brunoeventteam.com.

Questions? Please call the Principal Charity Classic office at (515) 279-4653.