

# Tournament Operations Intern

Internship dates: April 15 – June 15, 2020\*

The Principal Charity Classic is an annual PGA TOUR Champions event held at Wakonda Club in Des Moines, Iowa. Since 2007, the tournament has raised more than \$23 million for Iowa children's charities. The event draws some of the biggest names in golf, including Bernhard Langer, John Daly, Jesper Parnevik, Scott McCarron and many more. The tournament is managed by [Bruno Event Team](#).

## Internship Overview

The Tournament Operations Intern will work alongside the Operations Director on all operational aspects of the tournament. Primary areas of concentration will include, but not limited to, contract fulfillment, inventory management and operational partner communications. The ideal candidate works efficiently under pressure while working long hours, balances multiple responsibilities and possesses a strong work ethic. The 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 Operations Intern will be the main point of contact for the following projects.

- Organize, inventory and manage tournament warehouse.
- Procure and place all necessary furniture and supplies in tournament trailers and tents.
- Manage and execute caddie bib inventory, golf carts, leaderboard setup, tournament deliveries, fencing, etc.
- Serve as primary liaison between Operations Director and operational partners prior to and during the tournament

The Tournament Operations Intern will assist with the following projects on a daily basis.

- Assist with contract and trade fulfillments.
- Assist with tournament signage plan.
- Assist with all on-course management of tent and scaffold structure set-up and tear-down.
- Assist with on-site operations activities, including landscaping, television placement, installations of leader boards, portable restrooms, power/HVAC, valet, parking/transportation, trash/recycling, catering, telecommunications, security plans, etc.
- Assist with the coordination of all necessary rental items prior to tournament week (trucks, cars, forklift, etc.)

## Timeframe

- Internship dates are April 15 – June 15, 2020. (These dates are approximate and subject to change as needed.)
- Minimum of 20 hours per week in April; some evening and 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 Event Management, Sports Administration, Communications, Marketing or a related field OR a recent graduate with relevant experience
- Must be a team player, possess developed written and oral communication skills, and have the ability to work in multiple environments (in the office and on-course).
- Must have basic knowledge of PC software systems, including Microsoft Office and Excel.

## To apply

Submit your resume, cover letter and contact information for three references to [brandi@principalcharityclassic.com](mailto:brandi@principalcharityclassic.com).