



Marketing Intern Detailed Internship Duties

Media/PR/Promotions

- Assist with maintaining Media/Public Relations matrix.
- Assist with all PR/promotion initiatives and activities.
- Area sports teams/community events
- Coordinate interns to work potential promotions.
- Manage and execute all tournament promotion events.
- Work with PR volunteer committee during event.
- Work with OBI to get local media their credentials.

Tournament Pairings Guide

- Work with Jessica and OBI on the pairings guide; layout/design.
- Proofread pairings guide.
- Be sure all sponsors have received ad specifications (if applicable).
- Gather sponsors ads and send to OBI (trade & sponsor binders).
- Work with printer on delivery; determine storage requirements.

Tickets

- Learn the ticket database, its functions and report capabilities.
- Process orders as they come in.
- Coordinate and track ticket fulfillment.
- Do weekly ticket report.
- Attend Admissions committee volunteer training and assist onsite week of event.

Tournament Week

- Work with Media Room, Hurrdat and OBI with whatever needs they have during tournament week.
- Keep accurate records on winning foursomes (1st-3rd place).
- Work Website to keep content updated online or send to respective partners.
- Be sure signage company places proper signage for Pro-Am days, i.e. Welcome, directional, registration etc...
- Work with admissions on ticket needs.
- Make sure all structures are cleaned at end of day

Post Event

- Assist with moving tournament office back and unpack/organize.
- Write internship summary and words of wisdom to next year's intern.

Application Information-this is an unpaid position

- Anticipated start date mid-May (flexible depending on availability)
- For the first month, we may have students working 20-30 hours, then increased hours after this, depending on what our workload is
- End date of August 27th
- Interested applicants should send resume and contact information to Jessica Brabec at jessicabrabec@thepinnaclebankchampionship.com