



Sales Intern Detailed Internship Duties

Sales

- Ensure all sponsorship agreements are complete and in binder
- Assist Tournament Director with sponsorship invoicing
- Assist and serve as sponsor liaison
- Manage sponsor ticket package pickup
- Assist Director of Sales with updating 2021 Inventory Management Sheet
- Make prospecting calls to set up meetings for Sales Team

Pro-Am

- Learn the Pro-Am tournament database, its functions and reporting capabilities
- Manage the Pro-Am online registration process for amateurs
- Create a timeline for all informational emails to be sent to participants via Pro-Am database and Outlook
- Create and manage content of all email communications to Pro-Am participants
- Assist Pro-Am participants with the online registration process as needed
- Create bios for each professional golfer playing in the Pro-Am to be given to foursome
- Create write-up for each sponsor who purchased a foursome to be given to professional they are paired with
- Make sure all new sponsor/amateur information gets entered into database as the event nears
- Make sure we have ALL sponsor's company names listed correctly in our database
- Make reminder phone call to sponsors that have incomplete online registrations
- Coordinate Tour Pro-Am waiver forms and COVID waiver
- Work with tournament staff to ensure all sponsors and/or amateurs receive their credentials package prior to Pro-Am events
- Assist with Pinnacle Party planning/logistics as needed
- Verify amateur handicaps using GHIN numbers if needed
- Attend Pro-Am Committee meetings
- Work with Tournament Director to select and order Pro-Am Awards/Trophies

- Work with Tournament Director to coordinate/manage Pro-Am gifting packages
- Communicate and work with Pro-Am plaque designer and photographer
- Organize post-event thank-you cards into foursomes and pre-stamp. Mail out following Pro-Am days
- Work with Tournament Director to create pairing sheets and get them distributed to appropriate personnel
- Print tournament & Pro-Am scorecards
- Communicate the trophy presentation details to Pro-Am winners
- Work with Pro-Am committee on itineraries for each day: greeters, bag shaggers, etc...

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

Tournament Week

- Provide pairings to OBI for pairings guide each night Tuesday–Saturday
- *Produce reports for Pro-Am Committee for gift distribution and amateur registration*
- *Work with Pro-Am Chairpersons to ensure accurate gift distribution; make sure inventory matches*
- Keep accurate records of all last-minute amateur substitutions; update database appropriately
- Work with sponsors on whatever needs they have during tournament week
- Keep accurate records on winning foursomes (1st-3rd place)
- Be sure proper signage is up on Pro-Am days, i.e. Welcome, directional, registration etc.
- Work with admissions on ticket needs
- Make sure all sponsors structures are cleaned at end of day

Post Event

- Work with Sales Staff to mail or deliver all Pro-Am awards for the winning (1st – 3rd) teams for Tuesday, Wednesday, and Thursday.
- Help invoice sponsors for any balances remaining
- Write internship summary and words of wisdom to next year's intern

Application Information

- Anticipated start date mid-May (flexible depending on availability). May is an unpaid month

- For the first month, we may have interns working 20-30 hours, then increased hours after this, depending on what our work load is (there will be a lot to do)
- Paying \$9 an hour, then time and a half once hit 40 hours, starting June 1st
- End date of August 27th
- Interested applicants should send resume and contact information to Jessica Brabec at jessicabrabec@thepinnaclebankchampionship.com