



Marketing/Events Intern Detailed Internship Duties

Marketing/Events Intern Responsibilities

- Assist with PR/promotion initiatives and activities
- Coordinate interns to work potential promotions
- Work with PR volunteer committee during event
- Inventory and distribute all tournament credentials (Volunteer, Staff, Media, Tour, etc.) and coordinate necessary delivery of credentials
- Create credential boards for each restricted access entry point
- Coordinate credential training meetings with Volunteer Intern for Admissions/Hospitality directors and respective volunteers
- Create ticketing communications for website, sponsor box office delivery, newsletter, etc.
- Setup media room and coordinate with media vendors to ensure local media have necessary supplies
- Work to keep tournament website content is updated and sent to respective partners
- Maintain accurate up to date information on KFT Players Access website (LINKS)
- Assist with planning, organizing and layout of all tournament events including but not limited to Media Day, Pro-Am Gala, Pro-Am Post Party and Volunteer Appreciation Party
- Maintain high standard of presentation and aesthetic for tournament events and spaces
- Work with Operations Director to schedule and coordinate Youth Day activities, communications, volunteer staffing, etc.

General Duties

- Assist other interns, tournament staff and volunteers as needed
- Miscellaneous duties as assigned
- Exhibit a high standard of customer service at all times

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

- 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 26th
- Interested applicants should send resume and contact information to Jessica Brabec at jessicabrabec@thepinnaclebankchampionship.com