



Operations Intern Detailed Internship Duties

Operations Intern Responsibilities

- Coordinate and manage volunteers assisting with on-course set-up
- Attend any on-course committee meetings
- Manage all signs and inventory
- Assist in ordering all necessary equipment and other supplies for the trailers and tents
- Assist in ordering temporary trailers, pods, all rental items: trucks, vans, cars, forklifts, etc...
- Assist in establishing operational contracts
- Work with electronic leaderboard and messages
- Make sure all sponsor signage has been installed
- Assist in creating a list of items to be built for tournament week
- Manage/inventory all additional golf carts ordered
- Organize and execute the move from year-round Office to Indian Creek temp office and back
- Ensure proper setup in temporary trailers and tents (proper supplies, power, furniture, etc.)
- Assist with all on course operational placements, i.e. mesh, signs, porto's etc...
- Work with contractors for applicable on/off course setup (cabling, power, trash, etc.)
- Manage and oversee all inventory and storage pods

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

- Organize and execute the move back to year-round Office
- Inventory items (signage, hospitality items, tents, etc.) in TSL and update tracking spreadsheet
- All other miscellaneous duties after tournament
- 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 students working 20-30 hours per week, then increased hours after this, depending on what our workload is (there will be a lot to do)
- Paying \$9 an hour, then time and a half once hit 40 hours, starting June 1
- Expect to work all weekends after the 4th of July
- End date of August 26th (date is flexible to accommodate return to school)
- Interested applicants should send resume and contact information to Jessica Brabec at jessicabrabec@thepinnaclebankchampionship.com