



## **Sales Intern Detailed Internship Duties**

### **Sales Intern Responsibilities**

- Work with Sales to ensure all sponsorship agreements are complete and in binder
- Assist Tournament Director with sponsorship invoicing as needed
- Assist sponsors with any digital ticketing or pro-am registration questions or concerns
- Create and manage sponsor's box offices and ticket distribution in HappsNow
- Create weekly digital ticketing reports and reach out to sponsors as needed
- Work with Volunteer Intern to coordinate ticketing system training sessions for admissions and hospitality volunteers
- Work with Sales Director to manage Pro-am online registration, create communication timelines, and follow up on incomplete registration groups in TrustEvent
- Work with Tournament Director to 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
- Work with Sales to ensure all sponsor names are correct and related information is up to date including specific contract assets, logo, name, partners, etc.
- Coordinate Tour Pro-Am waiver forms and COVID waiver
- Attend Pro-Am Committee meetings
- Work with Tournament Director to select and order Pro-Am Awards/Trophies
- 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
- Work with Pro-Am committee on itineraries for each day: greeters, bag shaggers, etc...
- Produce reports for Pro-Am Committee for gift distribution and amateur registration to ensure accurate records and practices
- Keep accurate records on winning foursomes (1<sup>st</sup>-3<sup>rd</sup> place)

- Work with Operations Intern to ensure accurate signage for Pro-Am days, i.e. Welcome, directional, registration etc.
- Work with Hospitality Intern to manage opening and closing of all sponsor structures including pavilions, retail tents and other spaces as needed

### **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 Sales to mail or deliver all Pro-Am awards for the winning (1<sup>st</sup> – 3<sup>rd</sup>) teams
- Help invoice sponsors for any balances remaining if needed
- Write internship summary and words of wisdom to next year's intern

### **Qualifications**

- Vigorous attention to detail while executing multiple projects in a fast-paced environment
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Excellent communication skills (written, oral, interpersonal)
- Proven track record of learning and mastering new technologies
- Effective problem-solving skills

### **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 4<sup>th</sup> of July
- End date of August 26<sup>th</sup> (date is flexible to accommodate return to school)
- Interested applicants should send resume and contact information to Jessica Brabec at [jessicabrabec@thepinnaclebankchampionship.com](mailto:jessicabrabec@thepinnaclebankchampionship.com)