

Job Description – 2025 Internship Opportunities

Position:	Hospitality Intern
Employer:	The Pinnacle Bank Championship
Compensation:	\$13.50/hr plus overtime
Application Deadline:	January 1, 2025
Tournament Dates:	August 4-10, 2025
Commitment:	May-August (Must be willing to work weekends)*
Hours:	40+ hrs a week
Office Location:	Omaha, Nebraska

*Required Weekends
July 12-13
July 19-20
July 26-27
August 2-3
August 9-10

About the Pinnacle Bank Championship:

The Pinnacle Bank Championship is one of the official PGA TOUR events played on the Korn Ferry Tour. The Pinnacle Bank Internship program consists of 4 positions focusing on different departments: Hospitality, Tournament Operations, Sponsor Relations, and Marketing. Each intern will have their own area of focus but will work as a team on certain projects and tasks related to the planning and execution of tournament week and the ancillary events associated with the Pinnacle Bank Championship. Please see the attached job descriptions for details about each position.

Hospitality Intern:

The Hospitality Intern will support the execution and coordination of the Pinnacle Bank Championship and its ancillary events, ensuring every detail contributes to an unforgettable experience. This involves coordinating with vendors, managing food and beverage, handling day-to-day operations, and always maintaining a high level of customer service. The intern will get first-hand experience in operating and executing a professional golf tournament through their active involvement with all aspects of tournament hospitality, from course setup to course breakdown.

Responsibilities and Duties:

- Communicate with vendors to coordinate details and delivery of all food, beverage, and other product/supply orders
- Manage and execute set up of all on-course hospitality spaces including furniture, fixtures & equipment (FF&E), bars, buffets, etc.
- Coordinate with tournament vendors to create ordering systems and inventory tracking systems for on-course beverage distribution
- Work with vendors to create, print, and distribute all tournament food and beverage menus
- Create and print Pro-Am drink menus and communicate with golf course bar staff to coordinate pick-up
- Assist with event management, pre-event and on-site communication, equipment rentals, etc.
- Assist with planning, organization, and execution of all tournament ancillary events including, but not limited to, the Elkhorn Days Parade, Media Day, the Pairings Party, and the Volunteer Appreciation Party

- Assist in obtaining all necessary tournament licensing and permits
- Manage inventory and organization of all hospitality equipment and supplies in storage pods
- Coordinate with other interns to manage opening and closing procedures for all on-course hospitality spaces
- Maintain a high standard of presentation and aesthetic for tournament events and spaces
- Coordinate with Sales Director and Operations Director to determine sponsor reserved seat layout and ordering sponsor merchandise
- Attend all volunteer meetings, stay up to date on committee needs and schedules, and coordinate volunteer and staff trainings
- Work with the Tournament Director and golf course Event Manager to secure banquet event orders (BEO) and coordinate all details for player dining inside the clubhouse
- Assist with the organization and execution of the move to and from the temporary office trailers at the golf course
- Manage and coordinate all product returns and donations following the tournament
- Assist with generating and fulfilling invoices following the tournament
- Assist tournament staff, other interns, and volunteers as needed

Qualifications and Skills:

- Must be at least 18 years of age and enrolled in your sophomore, junior or senior year at an accredited college or university
- Experience in event planning/sports management/sports marketing is a plus
- Passion for sports and knowledge of the game of golf is a plus
- Superior oral and written communication skills
- Effective organizational skills, attention to detail and ability to manage multiple tasks simultaneously are crucial
- Willingness to be flexible with tasks and a superior understanding of prioritization
- Must exhibit a high standard for customer service and professionalism at all times
- Must take initiative, operate proactively and think independently in project management, problem solving, and critical thinking
- Ability to lift 50 pounds
- Knowledge about Microsoft Office Suite

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 \$13.50 an hour, then time and a half once hit 40 hours, starting June 1
- Expect to work weekends after the 4th of July*
- End date of August 25th (date is flexible to accommodate return to school)
- Interested applicants should send resume and contact information to Katie Colwell at katiecolwell@thepinnaclebankchampionship.com

*See Page 1 for specific dates