



## **INTERNSHIP ANNOUNCEMENT**

### **POSITION:**

Tournament Assistant

### **INTERNSHIP DATES:**

June 4 – August 26, 2012

### **DESCRIPTION:**

The Wyndham Championship is looking for qualified individuals to serve as Tournament Assistants. The Assistants will work directly with the tournament staff and handle much of the tournament's planning, coordination, on site set-up and teardown. The internship is a great way for students and/or recent graduates to experience first-hand the preparation and execution of a world-class professional sporting event and inner workings of a PGA TOUR tournament.

### **ABOUT THE WYNDHAM CHAMPIONSHIP:**

The Wyndham Championship is the largest professional sporting event in the Piedmont Triad, a golf tournament on the PGA TOUR schedule. The tournament is run by the Piedmont Triad Charitable Foundation, a 501 (c)(3) nonprofit organization with the mission to run a first-class PGA TOUR event, promote the Piedmont Triad as a great place to live and raise a family, and give back to local charities.

### **DUTIES / RESPONSIBILITIES:**

- Inventory and management of tournament equipment and supplies
- Receive, store and inventory shipments
- Volunteer coordination
- Assembly of sponsor ticket packages & info booklets
- Special event operational assistance
- Sponsorship services & ticket package fulfillment
- Mass mailings to potential sponsors and Promotions distribution
- Assist with on-course placement and set-up of all temporary structures
- Work with vendors for logistics and set-up of their needs
- Work with volunteers and tournament committee for various functions

### **JOB REQUIREMENTS:**

- Ability to work and communicate in a team atmosphere (w/volunteers, vendors, contractors, staff, etc.)
- Highly motivated
- Excellent communication and public relations skills
- Previous event management experience a plus
- Basic computer knowledge and skills (Microsoft Office)
- Ability to meet deadlines and work under pressure
- Flexibility to perform tasks as assigned



**OFFICE HOURS:**

9:00 a.m. to 5:00 p.m., Monday through Friday

Tournament Assistant to work 20-40 hours per week (flexible around class/work schedules and with internship requirements). Hours may vary with position and will get longer closer to tournament week.

**TOURNAMENT WEEK:**

Tournament Assistants will be required to work the weekend preceding the tournament (Aug. 11-12) as well as the entire week of the tournament (Aug. 13-19). Hours during this period will be approximately 6:00 a.m. to 8:00 p.m. unless otherwise notified. Meals will be provided by the tournament during this period.

**SALARY:**

\$100 per week. Potential for bonus at end of internship period.

**TESTIMONIALS:**

“Interning with the Wyndham Championship was an amazing experience! I loved being on-the-go, meeting new people every day (staff, professional golfers, volunteers, etc.), and preparing for an exceptional PGA TOUR event. I worked extremely hard, but the experience I gained is invaluable! I highly recommend this internship to anyone who is interested in working in the professional sports industry!” – Leslie Johnson

“The Wyndham Championship internship is a great way to learn and experience the preparation that goes into a first-class PGA Tour event. As an intern, I was able to assist with every aspect of the tournament and participate in the daily operations of the championship. I will always use the experience I gained through this internship in my career; and it’s a wonderful feeling to see your hard work come together for the championship week.” – Ben Allen

**TO APPLY:**

Please send cover letter, resume and list of references **by March 9, 2012** to:

Bobby Powell, Director of Tournament Operations

Wyndham Championship

416 Gallimore Dairy Road, Suite M

Greensboro, NC 27409

[bpowell@wyndhamchampionship.com](mailto:bpowell@wyndhamchampionship.com)

(336) 482-2961

Applicants will be reviewed throughout timeframe and a final group of candidates will be interviewed following the March 9<sup>th</sup> deadline. Position will be filled by March 30, 2012.