

## **PGA TOUR Tournament Management Intern Positions**

*Assist with sponsorship sales, tournament operations, volunteer relations, and active involvement in managing all of Golf San Antonio's lines of business.*

### **Job Duties**

Tournament facilities coordination: Assist with the coordination of all on site facility vendors (skyboxes, concessions, and volunteer operations). Give support and attention to the management and construction of all vendor facilities prior to and after the Valero Texas Open.

Sales: Assist with sponsorship sales and help create sponsorship proposals. Lend support and direction in generating contact lists with both current and potential prospects. Perform research to facilitate the development of new prospect lists.

Volunteer and Tournament Operations Council Support: Assist with managing Volunteer and Council issues. Facilitate meetings and functions; assist in planning, organizing, and fulfilling volunteer related activities.

Credentials and fulfillment process: Assist Tournament Administrator in fulfillment process of ticketing and all sponsor materials.

Merchandising: Assist Tournament Operations Coordinator in all areas of merchandising, including Pro-Am gifts and volunteer apparel inventory.

Special Projects: Create and execute specific projects throughout the event from start to finish. Projects include local golf course outreach program, children's activity event, and on-site Expo Area coordination.

Please submit resumes to:

Cary Reeves

Director of Tournament Operations – Valero Texas Open

Email address: HYPERLINK "mailto:cary@golfsanantonio.org" [cary@golfsanantonio.org](mailto:cary@golfsanantonio.org)

Ph#: 210-345-3847

## **Golf San Antonio Amateur Golf Internship**

### **JOB OBJECTIVE:**

To assist in positioning Golf San Antonio as a leading organization in promoting and

managing amateur golf programs in greater San Antonio.

**FUNCTIONAL RESPONSIBILITIES:**

**Amateur Golf**

- Participate in planning for new and existing amateur championships
- Develop registration template to be used for all amateur events
- Develop and maintain database of all amateur golf activities
- Maintain updates on amateur golf activities for the GSA website
- Manage amateur registration process and on-line applications
- Prepare all tournament materials
- Participate and eventually oversee operations in all Golf San Antonio Championships
- Attend all pre-tournament site visits
- Assist with course set-up and marking
- Assist with development of future event budgets
- Prepare post-event surveys
- Attend monthly rules meetings
- Organize rules seminars
- Communications and media relations:
  - Take pictures at all events
  - Prepare and distribute media alerts and press releases
  - Notify press of pairings and results
- Administration:
  - Respond to general public on Amateur inquiries
  - Prepare Advisory Committee materials
  - Record minutes of Amateur Advisory Committee meetings
  - Prepare report to GSA Board outlining City Championship results

**AJGA Valero Texas Open Shootout**

- Assist Tournament Director with tournament administration

**Valero Texas Open**

- Manage web-based registration program for Pro-Ams
- Assist with Pro-Am tournament administration

**REQUIREMENTS**

The individual must:

- Be self –motivated and energetic
- Have computer skills in Microsoft Word, Excel, Access and Publisher
- Have organizational skills

Please send resume's and references to:

Janina Schmit

Golf San Antonio

HYPERLINK "mailto:Janina@golfsanantonio.org" [Janina@golfsanantonio.org](mailto:Janina@golfsanantonio.org)

One Valero Way

San Antonio, TX 78249

210-345-5786

The First Tee of San Antonio is a national not-for-profit youth initiative created in 1997 by the World Golf Foundation to provide young people of all ethnic and economic backgrounds an

opportunity to develop, through golf and character education, life-enhancing values such as honesty, integrity, and sportsmanship. By engaging young people in a combination of life skills, leadership and golf activities, they also are exposed to positive traits that will help them achieve success in life. In the process, participants become valuable assets to their community. The First Tee Life Skills and Golf Experience is the unique component that sets The First Tee apart from many other successful junior golf programs. The First Tee of San Antonio is one of 205 Chapters in the United States and has over 4,000 children registered in the program.

Intern responsibilities include and are not limited to:

Assist with weekly PLAYER, Par, Birdie and Eagle Program preparation.

Assist with the Program registration.

Coordinate and participate in the golf and life skills program activities.

Assist with The First Tee Military Affiliate Program at Ft. Sam Houston and Lackland Air Force Base.

Formalize alliances with youth groups and other organizations to act as feeders to The First Tee of San Antonio.

Assist with The First Tee of San Antonio fundraising activities.

Assist with The First Tee of San Antonio administrative duties; participant tracking, update certifications, track A/B Honor Roll, & attendance.

Work with the Advisory Committee Chairpersons regarding the Parent Advisory, Publicity, Partnership, Risk Management & Volunteer Committees.

Assist with the Polo Field Practice Facility administrative responsibilities; inventory management, record-keeping, payroll, sales reports, etc.

Please send resume's and references to:

Mary Carriker

Director, The First Tee & Amateur Golf

The First Tee of San Antonio

915 E. Mulberry

San Antonio, TX 78212

210-736-8701

[mary@golfsanantonio.org](mailto:mary@golfsanantonio.org)

### **VTO Marketing & Community Relations Intern**

*Assist with Birdies for Charity and Chip In for Schools. Assist with integrating programs developed by the PGA TOUR, and liaison with the PGA TOUR Wives Foundation. Assist with marketing & communications for Golf San Antonio and developing and executing a long-term strategic marketing, advertising and public relations plan that successfully integrates Golf San Antonio's key lines of business and building a strong brand for the organization.*

#### **Job Duties**

**Birdies for Charity**

Maintain weekly incentive program for charities.

Assist online and mailed in pledge forms

Data entry in Microsoft Access

Bank deposits

Credit card reports

**Chip In for Schools**

Fulfill online ticket orders

Mail tickets to customer

Track order on school account for credit

**Marketing and Public Relations**

Media interaction

Update media list on routine basis

Distribute advisories and releases to the broadcast media

Follow-up call to all broadcast media prior to events

Media Day

Pre day press kit development and assembly

Media calls to encourage cameras at awards reception

Tournament Preparation and Assistance

Help coordinate PR opportunities and events with players, volunteers, sponsors, etc.

Copy edit and proof tournament related publications, communications and advertisements

Confirm trafficking of spots

Develop shot lists for b-roll crew and photographer

**Graphics**

Revise changes to existing templates for ads

**Special Events**

Assist in financial history of F&B and prepare BEOs

Assist the coordination of the Volunteer Appreciation Party

Please send resume's and references to:  
Stephanie Sage  
Director, Charity and Community Relations  
Valero Texas Open  
San Antonio, TX 78249  
210-345-3839  
[stephanie@golfsanantonio.org](mailto:stephanie@golfsanantonio.org)