



## **Operations Intern Detailed Internship Duties**

### **Operations-assist Director of Operations**

- Coordinate and manage volunteers assisting with on-course set-up
- Attend any on-course committee meetings
- Organize/manage storage
- Manage all signs and inventory
- Get necessary logos for tournament sponsors
- Procure all on-course signage needs
- Assist in ordering all necessary furniture 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
- Manage all aspects of the Retail Tent area
- Develop retail tent move-in schedule and coordinate all their needs
- Assist/coordinate all sponsors with move-in and any other needs; resolve problems (expo's, Skybox)
- Make sure all sponsor signage has been installed
- Assist in creating a list of items to be built for tournament week
- Order and manage all A/V needs
- Manage/inventory all additional golf carts ordered
- Organize and execute the move from year-round Office to Indian Creek temp office
- Move all warehouse items to Indian Creek
- Collect all supplies/items needed for Media Room and Tour trailers (Copy paper, 3 different colors of paper-2 reams each, phones, lines, etc....)
- Set up Media Room (do with Gary/Alexis/ PR Committee Chair)
- Miscellaneous duties as assigned
- Place all furniture in temporary trailers and tents
- Assist with all on course operational placements, i.e. mesh, signs, porto's etc...
- Work with contractor for cabling and line installments
- Work with contractor for power needs and locations
- Manage and oversee all inventory and storage pods
- Work with contractor for trash, recycling and any on course contracts
- Work with specific companies in placing landscaping needs, installation of electronic leaderboards, building main gate, rubbish removal etc...
- Assist with Kids Day set up/tear down if needed
- All miscellaneous on-course duties throughout tournament week

### **Post event**

- Organize and execute the move back to year-round Office
- Make sure warehouse is put back in an orderly fashion
- Inventory all items as they return
- Organize storage of tournament supplies for off season
- 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, then increased hours after this, depending on what our work load is (there will be a lot to do)
- Paying \$9 an hour, then time and a half once hit 40 hours, starting June 1
- End date the second week of August (flexible depending on availability)
- Interested applicants should send resume and contact information to Jessica Brabec at [jessicabrabec@thepinnaclebankchampionship.com](mailto:jessicabrabec@thepinnaclebankchampionship.com)