



NORTHERN TEXAS PGA SECTION PROFESSIONAL TOURNAMENT OPERATIONS INTERNSHIP OPPORTUNITY

The PGA of America is the largest working sports organization in the world with over 27,000 members and apprentices and over 400 staff members throughout the country. As “experts in the game and business of golf,” the purpose of the PGA is to promote the enjoyment of and involvement in the game of golf, and to contribute to its growth by serving millions of people throughout its 41 sections nationwide.

The Northern Texas Section of the PGA of America is headquartered in Dallas, and serves 500 golf facilities and 750 professional members across northern Texas. In addition to managing the day-to-day affairs of the Northern Texas PGA, the Section annually conducts championships for PGA Members/Apprentices including the Texas State Open and Texas Women’s Open.

INTERNSHIP DATES:

May 22 – August 14, 2012 (start and finish dates are somewhat flexible based on successful applicants school schedules)

DESCRIPTION:

The Northern Texas PGA is seeking three (3) qualified applicants for a 13-week field internship position in golf tournament operations during the summer of 2012. Successful applicants will assist the Northern Texas PGA staff with the conduct of our professional championships. This internship provides a first hand experience with everything involved in conducting a championship golf tournament. The following information will provide you with a better understanding of the professional tournament operations internship.

JOB RESPONSIBILITIES:

- Pre tournament responsibilities such as golf course marking, hole locations, equipment setup and developing operational plans
- Administrative work including creation of local rules, assigning and communicating player pairings and scoreboard preparations
- On-site tournament responsibilities such as registration, live scoring, rules officiating and administrative duties
- Effectively communicate with Section members and host professional staff
- Reconciliation of result summaries
- Manage company equipment inventory and maintenance
- Provide in-office support of the professional tournament program

QUALIFICATIONS:

- Excellent written and verbal communication skills
- Organized, punctual, energetic, and a self starter
- Ability to work and communicate effectively in a team based environment
- Innovative and creative
- Detail oriented
- General computer knowledge (Microsoft Office)
- Knowledge of BlueGolf tournament management system a plus
- Basic knowledge of the game of golf
- Rules of Golf knowledge a plus
- College degree (or working towards a degree) required
- PGM or Sports Management students preferred
- Automobile access with willingness and ability to travel within the Dallas/Fort Worth metroplex required
- Interest in a career in golf or sports administration is preferred

PHYSICAL REQUIREMENTS:

- Work early mornings
- Work outside in extreme weather and temperatures
- Spend much of the day in direct exposure to the sun
- Safely operate a golf cart
- Stand and move around on foot for extended periods of time
- Public speaking
- Ability to lift objects up to 50 pounds i.e. tents, tables, stakes, and championship signage
- Effectively use and operate cell phones and hand held radios

SUMMER TOURNAMENT SCHEDULE:

Interns will be responsible for helping conduct all of our summer professional championships. We will conduct approximately six (6) championships and 22 qualifying tournaments throughout the summer. Most tournaments are conducted with round one on Monday and round two on Tuesday. A typical week consists of working a tournament on Monday and Tuesday, taking Wednesday or Thursday off, marking a golf course on Friday for the following weeks tournament, taking Saturday off, and setting up on Sunday morning for the next tournament Monday and Tuesday. Interns may also be asked to assist at some of our Junior Golf Foundation tournaments throughout the summer. All Section professional interns can expect to work approximately 35 hours each week.

WORKING ENVIRONMENT:

The NTPGA will hire approximately 16 total interns for the summer of 2012. Our three successful candidates for this Section Professional internship will work as a team with the Director of Tournament Operations, Senior Manager of Tournament Operations and Senior Coordinator of Tournament Operations. The ability to work in a team atmosphere and effectively communicate with all other interns and full time staff members is critical.

TOURNAMENT TRAVEL:

Tournaments will be spread throughout the entire North Texas region. Interns will be responsible for their own transportation for specific championships. Carpooling to championships is encouraged. The monthly stipend issued to interns is meant to offset housing and gas costs.

COMPENSATION: *Minimum wage in the state of Texas is \$7.25 an hour*

- Interns will be paid \$1,100 per month (just over minimum wage based on their approximate 35 hour work weeks)
- Five PGA staff golf shirts
- Meals provided on set-up and tournament days
- School credit (if applicable)

HOUSING:

The Northern Texas PGA does not provide housing of any kind. We will be more than happy to assist with the location of housing for those unfamiliar with the Dallas/Fort Worth area. The NTPGA will hire approximately 16 interns for the summer of 2011, and we will be sure to get all those seeking housing in contact with one another prior to arrival. Past interns have utilized corporate housing agencies for fully furnished 3 month apartment leases, secured three month house leases through Craigs List, or utilized extended stay hotels. Those with family or friends in the Dallas/Fort Worth area are welcome to stay there and are not obligated to live with other interns.

APPLICATION INFORMATION:

Interested applicants should submit a cover letter, résumé and list of references. Letters of recommendation are not required but are strongly encouraged. Please specify that you are applying for our ***Section Professional Tournament Operations Internship***. You can find this bulletin as well as additional information on our internship under the internship tab on our website at www.ntpga.com. Applications will be accepted via mail or e-mail. Please submit all materials or questions to Mike Stiller.

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APPLICATION DEADLINE:

February 17, 2012 or until positions filled.