

**POSITION TITLE:** Merchandise Intern

**LOCATION:** Birmingham, AL

**REPORTING TO:** Nick Piccirilli, Senior Director of Merchandise

**TERM:** April – August 2017

**COMPENSATION:** Hourly wage

OVERVIEW: Bruno Event Team is a Birmingham, Alabama-based sports marketing and event management company formed in 1996 by Ronald Bruno and Gene Hallman. We are experienced in all facets of event management, employing a year-round staff of more than 60 employees in 12 offices in the United States and Canada. Working with our affiliated companies and divisions, Bruno Event Team services each client with expertise in all aspects of event management, marketing, and operations. We maintain a steadfast commitment to excellence utilizing vast experience, strong work ethic and demanding attention to detail.

#### JOB DESCRIPTION

This position will be an integral role in the Bruno Event Team merchandise department in managing the order process for all school district, corporate merchandise and other merchandise orders throughout the season. In addition, this person would travel to various golf tournaments and assist in managing the onsite merchandise operation. This person would interact closely with the director of merchandise, corporate clients, onsite event staff, golf course personnel and chairmen, and various golf and apparel companies.

#### School District & Corporate Merchandise:

- Oversee input corporate sales order process and order fulfillment:
  - Input and manage client sales orders into order management system
  - Submit orders to merchandise vendors ensuring 100% accuracy of client order details
  - Manage client customer service calls and questions from clients, schools and other respective parties
  - Work closely with vendors and companies in the area to pickup, drop-off and deliver orders to local clients

## On-site Merchandise Tent:

- Onsite tent setup and deliveries
- Manage onsite merchandise receiving process for all inventory
- Label any product that did ship with price labels
- Hang and fold product for merchandise displays
- Assist with management of merchandise tents during the week of the event
- Work closely with volunteers to run point of sale registers and serve as customer service for all customer inquires
- Assist with counting ending inventory and boxing remaining product

## Travel:

The following events to be worked:

- Honda Indy Grand Prix of Alabama
  - o April 17 23, 2017
- Regions Tradition
  - May 14 21, 2017
- U.S. Senior Open
  - o June 26 July 3, 2017
- School District Merchandise Services

# **Working Relations:**

- Bruno Event Team Staff
- Onsite Golf Course Staff
- Merchandise Vendors/Sales Representatives
- Corporate Clients

Please send resumes to <u>jobs@brunoeventteam.com</u> and note "Merchandise Intern" in the subject line. Bruno Event Team thanks all applicants but will contact only those who will be invited for an interview.