



Operations Assistant, 2019 Regions Tradition

REPORTING TO: Tyler Curtis, Operations Manager
LOCATION: Birmingham, Alabama
DATES: March 4, 2019 – July 3, 2019 (approximate)
COMPENSATION: Hourly wage

Company 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 50 employees in 10 offices in the United States. 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 attention to detail.

The Event

The Regions Tradition is 1 of 5 majors on the PGA TOUR Champions and is held annually each Spring at Greystone Golf & Country Club. Collectively, the PGA TOUR Champions has the most recognizable and accomplished players in the game, with many of its 32 members in the World Golf Hall of Fame competing regularly in its events. The PGA TOUR Champions primary purpose is to provide financial opportunities for its players, entertain and inspire its fans, deliver substantial value to its partners, create outlets for volunteers to give back, protect the integrity of the game and generate significant charitable and economic impact in communities in which it plays.

Bruno Event Team is proud to manage the Regions Tradition. You can find additional company information as well as event-specific information on our websites at www.brunoeventteam.com and <https://www.regionstradition.com/>.

Job Description and Specifics

Responsibilities to include:

- Assist Operations Manager with a wide variety of tournament related duties
- Assist with detailed planning & implementation of operating plans
- Coordinate and manage certain vendors and contractors
- Negotiate trade deals with local companies/groups
- Assist with overall event build and tear-down
- Other administrative and operational tasks as needed to prepare for and support events
- Travel to assist with operations of other BET managed tournaments that are out-of-state

Abilities/Skills/Knowledge

- Ability to multi-task in a fast-paced team environment
- Excellent people and organizational skills
- Strong work ethic; dependable
- Positive attitude
- Detail-oriented
- Self-motivated with the ability to work independently
- Ability to meet stringent deadlines and work under pressure
- Proactive thinking; problem solver
- Excellent written and oral communication skills
- Strong computer skills
- Able to lift heavy boxes
- Able to be on your feet for extended periods of time

Expected Hours

Hours during March expected to be approximately 30 to 35 hrs/week but may vary.

Hours to increase in April through end of Tournament – anticipate an average of 50 hours/week. Hours will decrease post-tournament.

Must be able to work extended/irregular hours including nights and weekends as event approaches and during event week (up to 65 hours).

Resume Submission

APPLICATION DEADLINE: Friday, November 16, 2018

To apply, go to: <https://jobso.id/bjm9>

Bruno Event Team thanks all applicants but will contact only those who will be invited for an interview. Interviews expected to begin early December.