



POSITION: Tournament Services Intern

REPORTS TO: Mary Wesche, Community Outreach Manager & Stephen Schoettmer, Tournament Director

LOCATION: Biloxi, MS

COMPENSATION: Hourly Wage

DURATION: November 2018 through April 2019

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 11 offices across 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 demanding attention to detail.

The Rapiscan Systems Classic is a golf tournament on the PGA TOUR Champions schedule held annually each spring at Fallen Oak in Mississippi. Collectively, the PGA TOUR Champions has the most recognizable and accomplished players in the game, with many of its members in the World Golf Hall of Fame competing regularly in its events. The TOUR's 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 manages the Rapiscan Systems Classic.

JOB DESCRIPTION

Bruno Event Team has an immediate opportunity for an entry level position on our team. This position will work alongside our tournament staff with a focus on recruiting volunteers and working with area charities thru the Birdies for Charity program. Hours are expected to be between 25 to 30 per week but may vary. Expect to work overtime during the month of March.

Duties/Responsibilities:

Volunteers:

- Assist Community Outreach Manager with a wide variety of tournament related duties
- Assist with the planning and implementation of the Rapiscan Systems Classic volunteer program
- Volunteer recruitment
- Monthly volunteer newsletter
- Provide assistance with volunteer questions and communications
- Assist with uniform distribution
- Sponsor activation and fulfillment for volunteer program partners
- Procure donated volunteer meals and raffle prizes
- Assist staff with general administrative tasks and projects as needed
- Volunteer Headquarters operational set-up and breakdown

Birdies for Charity

- Recruiting charities to participate in the Birdies for Charity program
- Communicating with all participating charities
- Assist with development and weekly reports
- Data entry
- Organizing pledge cards and donations
- Updating and maintaining Birdies for Charity database

Additional Duties:

- Assist tournament staff with marketing and promotions, social media, client relations and tournament operations.

This position is a part-time position and operates in a professional office environment and on-site at Fallen Oak during tournament week. Typically, Monday through Friday with occasional nights/weekends/holidays.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this position. Duties, responsibilities, and activities may change at any time with or without notice.

ABILITIES, SKILLS AND KNOWLEDGE:

- Excellent people and organizational skills are a must
- Detail-oriented
- Self-motivated team player
- Excellent verbal and written communication skills
- Computer skills are mandatory
- Knowledge of Facebook, Instagram and Twitter is preferred

See www.brunoeventteam.com for additional company information.

Please send cover letters and resumes to jobs@brunoeventteam.com and note "Rapiscan Systems Classic Office Intern" in the subject line. Bruno Event Team thanks all applicants but will contact only those who will be invited for an interview.