



AT&T Byron Nelson Sales Intern

About Us

Salesmanship Club of Dallas, the organization that owns and operates the AT&T Byron Nelson and Momentous Institute, is recruiting a two sales interns. Founded in 1920, Salesmanship Club of Dallas is a service organization of more than 600 business leaders dedicated to building and repairing social emotional health for children through the programs of Momentous Institute. The AT&T Byron Nelson is an annual PGA TOUR event. All proceeds from the tournament benefit Momentous Institute.

Internship Information

The Sales intern will support various staff members in areas related to the Nelson and Salesmanship Club. Interns support staff members with:

Customer Service – Interns interact with current customers, prospective customers, and salesmen by phone and in person. Excellent telephone communication skills are required. *At no time during the internship are interns expected to solicit ticket sales.*

Ticket Order and Payment Processing – Interns process all ticket orders and payments in a timely and accurate manner. Extensive training on the ARCHTICS® ticketing system (a Ticketmaster property) is provided.

Ticket Package Fulfillment and Distribution – Interns work as a team to prepare ticket packages. Ticket order fulfillment remains a high priority right up to the tournament. Interns are trained on FedEx software to ship ticket packages. Interns also stuff and mail invoices, sales-related mailings, and purchase receipts.

Event support – Assist in planning and execution of various sales events, including the Kick-Off Luncheon, Golf Expo, Pro-ams (5), Gold Draw, and our presence at local sports arenas and other events as they arise.

Intern Team Projects – Interns work on various team projects 5-10 hours per week. Projects include counting inventory, preparing mass mailings, labeling tickets, moving to and from tournament headquarters, etc.

Filing & Organization – Interns help maintain the ticket order files and keep current files related to their individual projects. Interns are expected to file principal documents pertaining to sponsors in a timely manner.

This is a full-time, paid internship, with some overtime and weekend work required. The internship begins approximately January 14, 2019 and ends approximately June 28, 2019. Interns are required to live in the Dallas area for the duration of the internship. Current college students in their junior or senior years may apply and **must** use the internship to receive college credit hours.

Characteristics of Ideal Candidates

Candidates should be detail-oriented, able to handle multiple projects, able to prioritize their time and be comfortable working in a team environment. Experience with Microsoft Word, Excel, and strong organizational skills are a must. Excellent oral and written communication skills are important due to the significant number of phone calls and questions interns are required to handle. *Knowledge about the game of golf is not required.*

About Momentous Institute

Momentous Institute, powered by the Salesmanship Club of Dallas, has been building and repairing social emotional health for over 90 years. The organization serves over 5,500 children and family members directly each year through mental health and education programs. The organization is expanding its reach by investing in training and research and sharing strategies with thousands of teachers and mental health professionals across the country. The combined support of Salesmanship Club of Dallas, the AT&T Byron Nelson, corporations, individuals, and foundations power these efforts and truly change the odds for children in our community and beyond. For more information, visit momentousinstitute.org

Internship Application Instructions

If you are interested in applying for this internship opportunity, please submit your cover letter, resume and a list of three references to Allison Evans (contact information below) by **October 31, 2018**. The AT&T Byron Nelson is an equal opportunity employer.

Allison Evans
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