



AT&T Byron Nelson Sales & Ticketing Intern

Salesmanship Club Charitable Golf of Dallas, Inc., host organization of the AT&T Byron Nelson, is recruiting spring interns for the 2022 tournament. Set to take place May 9 – 15, 2022, this internship offers the opportunity to work with a diverse group of experienced staff members in a fast-paced, challenging environment.

Internship Information

The Sales & Ticketing interns will support various staff members in areas related to the AT&T Byron Nelson and Salesmanship Club of Dallas (SCD). 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.

Mobile ticketing support – Interns interact with current customers and salesmen by phone and in-person to troubleshoot mobile ticketing issues and support.

Event support – Assist in planning and execution of various events – including but not limited to, weekly SCD luncheons, DFW Golf Expo, tournament pro-ams, corporate hospitality, presence at local sports arenas, community engagement events and other events as they arise.

Intern Team Projects – Interns work on various team projects 5-10 hours per week. Projects include, but are not limited to, badge boards, signage, sponsor listings, display booths, honorary observers, sponsor value program, preparing mass mailings, 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.

The internship begins approx. February 2022 and ends approx. June 2022. Interns are required to live in the Metroplex area for the duration of the internship.

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 and 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

Together, we can change the odds for children.

For 100 years, Momentous Institute, owned and operated by Salesmanship Club of Dallas, works side by side with children, families and communities to build and repair social emotional health through education, therapeutic services, research and training so all children can achieve their full potential.

The combined support of Salesmanship Club of Dallas, the AT&T Byron Nelson, corporations, individuals and foundations enables these efforts and truly changes 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).

Allison Evans
AT&T Byron Nelson
106 E. 10th St., Suite 200
Dallas, TX 75203-2296
E-mail: aevens@salesmanshipclub.org

COVID-19 vaccine is required for all employees as of September 1, 2021. (Momentous Institute /Salesmanship Club of Dallas are an equal opportunity employer and reasonable accommodations will be considered for valid medical or religious exemptions. The organization will also comply with the testing requirement set forth by OSHA 29 CFR 1910.501(g))

Momentous Institute/Salesmanship Club of Dallas maintain a policy of non-discrimination for all employees and applicants in every facet of the organization's operations. Momentous Institute/Salesmanship Club of Dallas hires, trains, and promotes all qualified employees without discrimination on the basis of race, color, sex, religion, national origin, age, military status, disability, genetic information, gender identity, or sexual orientation.

All employment offers are contingent upon successful completion of a criminal background investigation, including a check of the National Sex Offender Registry.