



## AT&T Byron Nelson Tournament Services Internship

Salesmanship Club Charitable Golf of Dallas, Inc., host organization of the AT&T Byron Nelson, is recruiting spring interns for the 2020 tournament. Set to take place May 4-10, 2020, this internship offers the opportunity to work with a diverse group of experienced staff members in a fast-paced, challenging environment.

### Internship Information

The Tournament Services (TS) intern will support various staff members in areas related to the AT&T Byron Nelson and Salesmanship Club. Interns support staff members with:

**Customer Service** – The TS intern interacts with current customers, pro-am participants, operations vendors 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.*

**Operations** – The TS intern will be hands on with the tournament operations team helping with on-site projects, inventory and vendor relations. They will have an active role for the 90-day course setup and 30-day course breakdown.

**Tournament Services** – The TS intern will assist the Tournament Services Manager with all pro-am events (5). This will include but not limited to: registration, all communications with participants/sponsors before and after the event, pro-am day logistics and gift inventory and distribution.

**Event support** – Assist in planning and execution of various events, including the Kick-Off Luncheon, Golf Expo and our presence at local sports arenas and other events as they arise.

**Intern Team Projects** – The TS intern will work with the two sales interns 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** – The TS intern will assist the sales interns with ticket fulfillment when needed.

The internship begins approx. January 13, 2020 and ends approx. June 26, 2020. Interns are required to live in the Metroplex 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 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**

Momentous Institute, powered by the Salesmanship Club of Dallas, has been building and repairing social emotional health for over 90 years. The organization serves 6,000 kids 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 kids in our community and beyond. For more information, visit [momentousinstitute.org](http://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 Alissa Harle (contact information below) by **November 8, 2019**. The AT&T Byron Nelson is an equal opportunity employer.

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