



## Tournament Services Manager

**Supervisor:** Senior Director of Event Operations

**Employment Status:** Full-time, Salaried, Exempt

### Salesmanship Club of Dallas

The Salesmanship Club of Dallas is a civic organization of over 600 businessmen. These Club members are dedicated volunteers for their charity, the Momentous Institute, a non-profit organization that provides education and mental health services for children and their families in the greater Dallas area. Each staff member at the Salesmanship Club of Dallas interacts with the Club members to varying degrees.

### Role:

The Tournament Services Manager works closely with the Senior Director of Event Operation and the Senior Director of Event Revenue to ensure that all administrative functions surrounding tournament operations are achieved.

### Specific Projects and Responsibilities

Job responsibilities for this position will include but are not necessarily limited to:

- Maintain relationships with all operational vendors on site.
- Manage ordering of on-site tournament operations needs related to the competition, fan experience, contestant needs, and hospitality.
- Work closely with sales department to ensure that all operational aspects of the sale are organized and executed (furniture, signage, interior build out, catering, etc)
- Work closely with all operational committees on site.
- Manage inventory of all competition related items (caddie bibs, hole flags, volunteer committee needs, rope and stake, golf carts, radios, range balls, shipping and receiving, etc...)
- Supervise on-site operations tournament office
- Track all tournament operational expenses.
- Primary Liaison with TPC Craig Ranch staff.
- Management of all competition related operations (Player Relations, Player Housing, Child Care, Player Registration, Wives Activities, Caddies, etc.)
- Manage all competition related Food and Beverage needs (Players, Caddies and Pro Am's)
- Assist with the Pro-Am Onsite Execution.
- Manage seasonal operations labor team.
- Assist with operations for auxiliary events (e.g. – Concerts)
- Develop/Manage operations/tournament services internship program
- Other special projects as assigned by the Senior Director, Event Operations

### Personal Requirements for the Position

This position requires the following personal and professional qualities/capabilities:

- Golf Tournament Operations experience preferred
- Positive, can-do attitude

- Advanced computer experience with Microsoft office products including Word, Excel, PowerPoint, and Access or the equivalent.
- Excellent organizational skills with the ability to establish and maintain reasonable and attainable priorities and deadlines for multiple, diverse tasks.
- Ability to shift quickly and frequently among multiple projects while maintaining a professional, pleasant attitude.
- Professional demeanor with the ability to work with Salesmanship Club volunteers, tournament sponsors, and fellow staff members with equal success. Flexibility in working with several different personalities and management styles.
- Responsible, dependable, a self-starter, dedicated, and eager to work in a fast-paced, ever-changing environment.
- Strict attention to detail, excellent oral and written communication skills, and mathematical skills.

### **Physical Demands**

- Occasionally ascending or descending ladders, stairs, scaffolding, ramps, and the like.
- Occasionally moving self in different positions to accomplish tasks in various environments including tight and confined spaces.
- Constantly moving about to accomplish tasks or moving from one worksite to another.
- Occasionally adjusting or moving objects up to 50 pounds in all directions
- Occasionally operating motor vehicles and heavy equipment
- Constantly assessing the accuracy, neatness and thoroughness of the work assigned.
- Ability to occasionally work in low and high temperatures, outdoors, and noisy environments

***COVID-19 vaccine is required for all employees as of September 1, 2021. (Salesmanship Club of Dallas is an equal opportunity employer and reasonable accommodations will be considered for valid medical or religious exemptions.)***

To apply, please send letter and resume to:

Maria Maldonado

HR Director

[mmaldonado@salesmanshipclub.org](mailto:mmaldonado@salesmanshipclub.org)

[www.salesmanshipclub.org](http://www.salesmanshipclub.org)

No phone calls, please.

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.