



## **Marketing/Events Intern Detailed Internship Duties**

### **Marketing/Events Intern Responsibilities**

- Assist with PR/promotion initiatives and activities
- Coordinate interns to work potential promotions
- Work with PR volunteer committee during event
- Inventory and distribute all tournament credentials (Volunteer, Staff, Media, Tour, etc.) and coordinate necessary delivery of credentials
- Create credential boards for each restricted access entry point
- Coordinate credential training meetings with Volunteer Intern for Admissions/Hospitality directors and respective volunteers
- Create ticketing communications for website, sponsor box office delivery, newsletter, etc.
- Setup media room and coordinate with media vendors to ensure local media have necessary supplies
- Work to keep tournament website content is updated and sent to respective partners
- Maintain accurate up to date information on KFT Players Access website (LINKS)
- Assist with planning, organizing and layout of all tournament events including but not limited to Media Day, Pro-Am Gala, Pro-Am Post Party and Volunteer Appreciation Party
- Maintain high standard of presentation and aesthetic for tournament events and spaces
- Work with Operations Director to schedule and coordinate Youth Day activities, communications, volunteer staffing, etc.

### **General Duties**

- Assist other interns, tournament staff and volunteers as needed
- Miscellaneous duties as assigned
- Exhibit a high standard of customer service at all times

### **Post Event**

- Assist with moving tournament office back and unpack/organize.
- Write internship summary and words of wisdom to next year's intern.

### **Application Information**

- Anticipated start date mid-May (flexible depending on availability). May is an unpaid month
- For the first month, we may have students working 20-30 hours per week, then increased hours after this, depending on what our workload is (there will be a lot to do)
- Paying \$10.50 an hour, then time and a half once hit 40 hours, starting June 1
- Expect to work all weekends after the 4<sup>th</sup> of July
- End date of August 25<sup>th</sup> (date is flexible to accommodate return to school)
- Interested applicants should send resume and contact information to Alexis Boulos at [alexisboulos@thepinnaclebankchampionship.com](mailto:alexisboulos@thepinnaclebankchampionship.com)