

Job Description – 2025 Internship Opportunities

Position:	Tournament Operations Intern
Employer:	The Pinnacle Bank Championship
Compensation:	\$13.50/hr plus overtime
Application Deadline:	January 1, 2025
Tournament Dates:	August 4-10, 2025
Commitment:	May-August (Must be willing to work weekends)*
Hours:	40+ hrs a week
Office Location:	Omaha, Nebraska

*Required Weekends
July 12-13
July 19-20
July 26-27
August 2-3
August 9-10

About the Pinnacle Bank Championship:

The Pinnacle Bank Championship is one of the official PGA TOUR events played on the Korn Ferry Tour. The Pinnacle Bank Championship internship program consists of 4 positions focusing on different departments: Hospitality, Tournament Operations, Sponsor Relations and Marketing. Each intern will have their own area of focus but will work as a team on certain projects and tasks related to the planning and execution of tournament week and the ancillary events associated with the Pinnacle Bank Championship. Please see the attached job descriptions for details about each position.

Tournament Operations Intern:

The Tournament Operations Intern will contribute to the operational efforts of the tournament by assisting with the design, plan and build of the tournament infrastructure. This involves the planning and execution of the on-site build and working closely with tournament vendors. The intern will get first-hand experience in operating and executing a professional golf tournament through their active involvement with all aspects of tournament operations, from course setup to course breakdown.

Responsibilities and Duties:

- Assist with the planning and execution of all on-site operations
- Attend meetings with contractor and provide support to strategic site-build plan
- Assist tournament partners and vendors with on-site activations during tournament week
- Assist in ordering and managing temporary equipment and all rental items including storage pods, forklifts, golf carts, etc.
- Assist in coordination and proper setup of office trailers and hospitality structures
- Communicate with vendors to ensure successful execution of events and retain customer loyalty
- Organize and execute the move to and from the temporary office trailers at the golf course
- Assist in ordering, inventory management, and installation of all on-and-of-course signage, mesh, and advertisements
- Manage inventory and organization of all operational equipment in storage pods
- Assist with establishing and managing all operational vendor contracts and timelines
- Attend volunteer leadership meetings and stay up to date on committee needs and schedules – especially on-course volunteers
- Coordinate, manage, and work alongside volunteers and construction vendors assisting with on-course set-up and teardown

- Assist tournament staff, other interns, and volunteers as needed

Qualifications and Skills:

- Must be at least 18 years of age and enrolled in your sophomore, junior, or senior year at an accredited college or university
- Experience in event planning/sports management/sports marketing is a plus
- Passion for sports and knowledge of the game of golf is a plus
- Superior oral and written communication skills
- Effective organizational skills for managing multiple tasks
- Willingness to be flexible with tasks and a superior understanding of prioritization
- Must exhibit a high standard for customer service and professionalism at all times
- Must have a positive attitude and a willingness to take initiative, seeing projects through to completion
- Ability to identify and solve problems in a timely manner
- Ability to lift 50 pounds
- Knowledge about Microsoft Office Suite

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 \$13.50 per hour, then time and a half once hit 40 hours, starting June 1
- Expect to work weekends after the 4th of July*
- End date of August 25th (date is flexible to accommodate return to school)
- Interested applicants should send resume and contact information to Katie Colwell at katiecolwell@thepinnaclebankchampionship.com

*See Page 1 for specific dates