

Job Description – 2025 Internship Opportunities

Position:	Sponsor Relations 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.

Sponsor Relations Intern:

The Sponsor Relations Intern will support the execution of sponsor contract fulfillment for the Pinnacle Bank Championship. This involves working closely with the Sales Department to ensure the sponsors receive deliverables per their contract. The intern will work to set up and execute ticket distribution to sponsors, vendors, partners, and volunteers. The intern will also manage, set up and communicate with all pro-am participants prior to the events. This position will provide the opportunity to learn what it is like to fulfil sponsor requests and execute a successful tournament.

Responsibilities and Duties:

- Available to answer sponsor inquiries in a professional and timely manner
- Create and manage sponsor's box offices/ticket distribution in ticketing software
- Manage Pro-am online registration, create communication timelines, and follow up on incomplete registration groups
- Work with Tournament Director to create pairing sheets and get them distributed to appropriate personnel
- Work with interns to manage opening and closing of all sponsor structures and other spaces as needed
- Work with Operations Director & Tournament Services Manager to schedule and coordinate Youth Day activities, communications, volunteer staffing, etc.
- Work with Operations Intern to ensure accurate signage is up for Pro-Am days
- Produce reports for Pro-Am Committee for gift distribution and amateur registration to ensure accurate records and practices
- Obtain and file records of closed contracts
- Create sponsorship invoices as needed
- Create credential boards for each restricted access entry point

- Create bios for each professional golfer playing in the Pro-Am to be given to foursome
- Create bios for sponsors to give to professional golfer playing with respective foursome
- Work with Sales Team to ensure all sponsor names are correct and related information is up to date including specific contract assets, logo, name, partners, etc.
- Coordinate ticketing system training sessions for admissions, hospitality, & credential checking volunteers
- Attend Pro-Am Committee meetings
- Work with Tournament Director to select and order Pro-Am Awards
- Organize and mail post-event thank-you cards into foursomes
- Assist Sales Team to mail or deliver all Pro-Am awards for the winning (1st – 3rd) teams
- Exhibit a high standard of written and verbal communication
- All interns help with tear down process (trash, emptying structures, miscellaneous items, etc.)
- Help move offices back to year-round office
- Write internship summary and words of wisdom to next year's intern
- Assist other interns, tournament staff 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.
- Superior oral and written communications skills
- Effective organizational skills for managing multiple tasks
- Willingness to be flexible with tasks and superior understanding of prioritization
- Exhibit a high standard of customer service and professionalism at all times
- Effective problem-solving skills
- Vigorous attention to detail while executing multiple projects in a fast-paced environment
- Proven track record of learning and mastering new technologies
- Experience in sports management/sports marketing/event planning is a plus
- Passion for sports and knowledge of the game of golf is a plus
- 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 an hour, then time and a half once hit 40 hours, starting June 1
- Expect to work all 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