

Job Description – 2026 Internship Opportunities

Position:	Sponsor Relations Intern	*Required Weekends
Employer:	The Pinnacle Bank Championship	July 11-12
Compensation:	\$15.00/hr plus overtime	July 18-19
Application Deadline:	January 1, 2026	July 25-26
Tournament Dates:	August 3-9, 2026	August 1-2
Commitment:	May-August (Must be willing to work weekends)*	August 8-9
Hours:	40+ hrs a week	
Office Location:	Omaha, Nebraska	

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 positions focusing on different departments: Hospitality, Tournament Operations, Sponsor Relations. 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.

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 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 Volunteer Committee for gift distribution and amateur registration to ensure accurate records and practices
- Work with volunteer committees to ensure credentials admit access to each access point
- 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.
- Organize and execute sponsorship fulfillment including but not limited to the following: ticket distribution, logo collection, signage design and ordering
- Attend all volunteer meetings, stay up to date on committee needs and schedules, and coordinate volunteer and staff trainings
- All interns help with tear down process (trash, emptying structures, miscellaneous items, etc.)
- Help move offices back to year-round office
- 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
- Exhibit a high standard of customer service and professionalism at all times
- Effective problem-solving skills
- Proven track record of learning and mastering new technologies
- Must be organized, detail-oriented, flexible, and able to manage projects independently
- 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 \$15.00 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 submit applications on Teamwork Online

*See Page 1 for specific dates