



THE CJ CUP Byron Nelson Tournament Operations Intern

Reports to: Tournament Services Manager

Position Status: Paid, Full-time, Non-Exempt (with some overtime required)

Salesmanship Club Charitable Golf of Dallas, host organization of **THE CJ CUP** Byron Nelson, is recruiting spring interns for the 2024 tournament. Set to take place April 29- May 5, 2024, this internship offers the opportunity to work with a diverse group of experienced staff members in a fast paced, challenging environment. Event proceeds benefit Momentous Institute.

About Momentous Institute

Together, we can change the odds for children. For over one hundred years, Momentous Institute, owned and operated by Salesmanship Club of Dallas, works side by side with children, families, and communities to build and repair social emotional health through education, therapeutic services, research, and training so all children can achieve their full potential.

The combined support of Salesmanship Club of Dallas, **THE CJ Cup** Byron Nelson, corporations, individuals, and foundations enables these efforts and truly changes the odds for children in our community and beyond. For more information, visit www.momentousinstitute.org.

The Role:

The Tournament Operations Intern will support various staff members in areas related to **THE CJ CUP** Byron Nelson and Salesmanship Club of Dallas (SCD). Interns must live in the Dallas Metroplex area for the duration of the internship.

Primary office location: 7951 Collin McKinney Parkway, Suite 400, McKinney TX 75070

Responsibilities

Will include but are not limited to:

- Interact with current operations vendors and salesman by phone and in person.
- Assist the tournament operations team with on-site projects, inventory, and vendor relations.
- The Tournament Operations Intern will have an active role for the 90-day course setup and 60-day course breakdown.
- Assist the Tournament Services Manager, Tournament Services Coordinator, and the Associate Tournament Director with hospitality build, build schedule, vendor relations, on-site credentials, purchase orders and contract fulfillment.

Requirements

Candidates should be:

- HS Diploma (required)
- Must be 18+ yrs.
- Valid DL
- detail-oriented, able to handle multiple projects,
- prioritize their time and be comfortable working in a team environment.
- Experience with Microsoft Word and Excel and strong organizational skills are a must.
- Excellent oral and written communication skills are important due to the significant number of phone calls and questions interns are required to handle.
- Knowledge about the game of golf is **not** required.

Physical Demands:

- Occasionally adjusting or moving objects up to 50lbs in all directions.
- Occasionally operating motor vehicles
- Ability to occasionally work in low and high temperatures outdoors and noisy environments.
- Ability to work weekends for a period of approximately two months leading into and through completion of the tournament.

The ideal candidate will exhibit the following core values:

Excellence, Agility, Innovation, Service and Collaboration

At no time during the internship are interns expected to solicit ticket or hospitality sales

The internship begins early March and ends the last week of June 2024. Interns are required to live in the Metroplex area for the duration of the internship. Current college students in their junior or senior years may apply and **must** use the internship to receive college credit hours.

Internship Application Instructions

If you are interested in applying for this internship opportunity, please submit your cover letter, resume, and a list of three references to:

Allie Smith

Tournament Services Manager

asmith@salesmanshipclub.org.

Momentous Institute/Salesmanship Club of Dallas maintains 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 based on 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

Policy Statement

No form of abuse will be tolerated, and confirmed abuse will result in immediate termination. Momentous Institute/ Salesmanship Club of Dallas will fully cooperate with authorities if allegations of abuse are made requiring investigation