



## THE CJ CUP Byron Nelson Sales & Ticketing Intern

**Reports to:** Ticket Operations Specialist

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

**Internship Dates:** February 2025 to June 2025

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

The Salesmanship Club Charitable Golf of Dallas, the host organization of THE CJ Cup Byron Nelson, is recruiting spring interns for the 2025 tournament, which will take place from April 28 to May 4, 2025. This internship provides a unique opportunity to work with a diverse team of experienced staff in a dynamic and fast-paced environment. Proceeds from the event will benefit the [Momentous Institute](#).

### About Momentous Institute

Together, we can change the odds for children. For over one hundred years, Momentous Institute, supported 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](http://www.momentousinstitute.org).

### The Role:

The Sales & Ticketing Interns will support various staff members in areas related to THE CJ Cup Byron Nelson and Salesmanship Club of Dallas (SCD). Interns support staff members with:

- **Customer Service** – Interns interact with current customers, prospective customers, and Club Members by phone and in-person. Excellent telephone communication skills are required.
  - *At no time during the internship are interns expected to solicit ticket sales.*
- **Ticket Order and Payment Processing** – Interns process all ticket orders – create accounts, edit accounts, and apply payments – in a timely and accurate manner. Extensive training on the ARCHTICS® ticketing system (a Ticketmaster property) is provided. You will also assist with our weekly sales reports that go out to our members.
- **Mobile ticketing support** – Interns interact with current customers and Club Members by phone and in-person to troubleshoot mobile ticketing issues and support.
- **Event support** – Assist in planning and execution of various events – including but not limited to, weekly SCD luncheons, DFW Golf Expo, tournament pro-ams, corporate hospitality, tournament entrances, community engagement events and other events as they arise.
- **Intern Team Projects** – Interns work on various team projects 5-10 hours per week. Projects include, but are not limited to, badge boards, signage, sponsor listings, display booths, honorary observers, sponsor value program, preparing mass mailings, moving to and from tournament headquarters, etc.
- **Filing & Organization** - Interns help maintain the ticket order files and keep current files related to their individual projects. Interns are expected to file principal documents pertaining to sponsors in a timely manner.

## Requirements

- 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.

## 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.

## Characteristics of the Ideal Candidate will exhibit the following core values:

Excellence, Agility, Innovation, Service and Collaboration

## 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:

Kevin Wellborn

## Ticket Operations Specialist

[kwellborn@salesmanshipclub.org](mailto:kwellborn@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**