



THE CJ CUP Byron Nelson Tournament Sales Intern

Internship Status: Paid, full time, non-exempt, with some overtime required

Internship Location: Interns must live in the Dallas Metroplex area for the duration of the internship

Office Locations: Primary office location: 106 E. 10th Street, Suite 200, Dallas, TX 75203

Secondary office: 7951 Collin McKinney Parkway, Suite 450, McKinney TX 75070

Internship Dates: February 2027 to May 2027

Founded in 1920, [Salesmanship Club of Dallas](#) unites its 600+ members to strengthen the mental health of children, families, and communities through its beneficiary, [Momentous Institute](#). Through Momentous Institute, Salesmanship Club of Dallas is on track to strengthen the lives of 1,000,000 children and families by 2031.

Uniquely, Salesmanship Club of Dallas is also the host organization of an official stop on the PGA TOUR, [THE CJ CUP Byron Nelson](#). The rich history of the Byron Nelson golf tournament dates back to 1926, when it was initially known as the Dallas Open. After a hiatus, the event returned in 1944 as the Texas Victory Open, a notable year where Byron Nelson secured victory by an impressive 10 strokes. Over the years, the tournament underwent various name changes before officially becoming the Byron Nelson Classic in 1968, coinciding with its designation as an official stop on the PGA TOUR.

Distinguished as one of two PGA TOUR events named after a professional golfer, the tournament has held a unique status throughout its history. In 2023, CJ Group came on as the official title sponsor, committing to a decade-long partnership with THE CJ CUP Byron Nelson. Held annually in May at TPC Craig Ranch in McKinney, Texas, the tournament consistently attracts top-tier players from around the world.

THE CJ CUP Byron Nelson is truly so much *More Than a Game*. Since its inception, the Byron Nelson golf tournament has supported Momentous Institute. To date, the tournament has raised an impressive \$200 million for Momentous Institute, underscoring its profound impact on both the world of golf and the community it serves.

Internship Information

Salesmanship Club Charitable Golf of Dallas, host organization of [THE CJ CUP Byron Nelson](#), is recruiting spring interns for the 2027 tournament. Set to take place **April 26 - May 2, 2027**, 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.

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.

Characteristics of Ideal Candidates

Candidates should be detail oriented, able to handle multiple projects, able to 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.*

Requirements:

- Must be at least 18 years of age by the time internship starts
- Must hold a valid driver's license
- High School Diploma or equivalent

Physical Requirements:

- Ability to move through various work environments, including occasionally navigating tight or confined spaces.
- Ability to remain in a stationary position, including standing or sitting, for prolonged periods.
- Ability to occasionally lift, carry, push, pull, or otherwise move objects weighing up to 20 pounds.
- Ability to occasionally operate a motor vehicle.
- Ability to work extended and irregular hours during advance week and tournament week, including early mornings, evenings, and weekends.
- Ability to perform the essential functions of the position with or without reasonable accommodation.

Internship Application Instructions

If you are interested in applying for this internship opportunity, please submit your **cover letter, resume, and one reference to:**

Kevin Wellborn

Manager, Ticketing and Admissions

kwellborn@salesmanshipclub.org

OR

Anna Kaufman

Manager, Hospitality and Sponsorships

akaufman@salesmanshipclub.org

Momentous Institute/Salesmanship Club of Dallas is committed to creating a diverse and inclusive company culture and maintains a policy of non-discrimination for all employees and applicants in every facet of the organization's operations. Momentous Institute 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