



PGA

Gateway Section

2019 Summer Internship TOURNAMENT OPERATIONS ASSISTANT

The Gateway PGA (“Section”) is one of 41 sections of the PGA of America serving 330 PGA Professionals and Apprentices from Central and Eastern Missouri to Central and Southern Illinois. The mission of the Professional Golfers’ Association is to elevate the standards of the PGA Professional and grow the game of golf. The Gateway PGA Section has flourished in recent years as evidenced by its recent honor of receiving the 2017 National Herb Graffis Award which recognizes one PGA Section for its achievements in Player Development. Additionally, the Gateway PGA will play host to the 100th PGA Championship at Bellerive Country Club in August.

Internship Dates:

May 13th 2019 – August 9th 2019 (start and finish dates are flexible based on successful applicant’s schedule).

Description:

The Gateway PGA is seeking (1) qualified applicant for a summer internship position in golf tournament operations during the summer of 2019. Successful applicants will be responsible for helping to conduct all day-to-day operations of the Section Professional Tournaments as well as Junior events and other programs in the section. In the summer season, the Section provides weekly golf tournaments throughout the St. Louis Bi State metropolitan area. Section tournaments include: Professional Stroke plays, Pro – Ams, Senior Championship, Section Championships, Match Play Championship, and Web.com Tour Qualifying School. The following information will provide you with a better understanding of everything the internship entails.

JOB RESPONSIBILITIES:

- Tournament administrative work including printing of pairings, scorecards, and scoreboards
- Tournament responsibilities such as golf course marking, selecting hole locations, equipment set-up and developing operational plans
- On-site responsibilities such as registration, tee set-up, starting, rules officiating, scoring, live scoring, and awards presentations
- Effectively communicate with PGA professionals and host professional staff.
- Tournament Media – Produce press releases and final round results for participants, host facility and local media.
- Manage company equipment inventory and maintenance
- Compile information to create effective email promotions of the Gateway PGA tournaments and events.
- In-office support of the Professional Tournament programming
- Provide on-site support as needed.
- Photography – Regular photography updates to Gatewaypga.org and social networking pages
- Facility Follow-Up – Thank you letters for each facility and contacts after each event
- Perform other duties as assigned by Director of Competitions including support of all Gateway PGA departments when needed.

TOURNAMENT OPERATIONS ASSISTANT

QUALIFICATIONS:

- Excellent written and verbal communication skills
- Organized, punctual, energetic, and a self-starter
- Ability to work and communicate effectively in a team based environment
- General computer knowledge (Microsoft Office)
- Basic knowledge of the game of golf
- Rules of Golf knowledge a plus
- College degree (or working towards a degree) required
- Automobile access with willingness and ability to travel within the St. Louis Bi state area required
- Interest in a career in golf or sports administration is preferred
- Must have existing insurance through school or parents
- Flexibility for work schedule including early mornings, evenings and weekends.
- Work outside in extreme weather and temperatures
- Ability to lift objects up to 50 pounds i.e. tents, tables, stakes, and championship signage
- Safely operate a golf cart

COMPENSATION:

- Interns will be compensated \$430 a week Stipend plus any overtime.
- Gateway PGA Staff Uniform provided
- Mileage Reimbursement for work related travel
- Meals provided while at events
- School credit (if applicable)
- Travel throughout Gateway PGA's service area is required. Valid driver's license and clean driving record required.

APPLICATION INFORMATION:

Interested applicants should submit a cover letter, résumé and list of references. Letters of recommendation are not required but are strongly encouraged. Please specify that you are applying for our Section summer tournament internship. You can find this bulletin as well as additional information on our internship under the internship tab on the Gateway Section website. Gatewaypga.org

Applications will be accepted e-mail. Please submit all materials or questions to Michael Brown.

Michael Brown, Director of Competitions
17269 Wild Horse Creek Rd Suite 110
Chesterfield, Mo 63005
636-486-4063
mbrown@pgahq.com

APPLICATION DEADLINE: Friday, March 29th, 2019 or until positions filled