



POSITION: Operations Intern
JOB TYPE: Seasonal, Full-Time
LOCATION: San Antonio, Texas
PERIOD: January 3, 2019 – May 31, 2019 (April 1 – 7, 2019 Valero Texas Open week)
COMPENSATION: \$1,250 per month

VALERO TEXAS OPEN OVERVIEW:

The Valero Texas Open (VTO) is one of 42 events that make up the world's leading professional golf circuit, the PGA TOUR.

Each year the VTO attracts 144 of the top PGA TOUR professionals, tens of thousands of spectators each day, millions of television viewers and a list of blue-chip sponsors to TPC San Antonio and the JW Marriott San Antonio Hill Country Resort & Spa in an effort to raise significant funds for charities throughout the South Texas community and beyond.

The VTO is currently seeking motivated, qualified candidates for the 2019 Valero Texas Open season.

JOB RESPONSIBILITIES:

Assist and support both the Senior Operations Manager and Logistics Manager with tasks including, but not limited to:

- Temporary office setup, on-course construction, signage planning, security scheduling, parking and transportation logistics
- Document progression of tournament setup through photography and creation of maps/diagrams
- Help to anticipate challenges before they arise and provide solutions for unavoidable challenges
- Provide direction, support, and information to vendors and volunteers as necessary
- Support staff, PGA TOUR officials, vendors and volunteers with the physical preparation of the golf course, tournament site, and off-site areas
- Liaise with Tournament Leadership Council and assist with all volunteer committee requests
- Track and inventory tournament assets such as golf carts, radios, signage and other supplies
- Work collaboratively with other VTO departments such as Client Services, Sales, Marketing and Volunteers on other projects as assigned
- Participate and support VTO "Street Team" events in raising tournament awareness throughout the local community
- Other tasks and duties as needed by VTO Staff

JOB REQUIREMENTS:

The ideal candidate should...

- be self-motivated and thrive under pressure in a fast-paced work environment while exercising organizational, analytical and time management skills;
- have strong interpersonal skills that complement a proactive, solution driven, team-oriented work ethic;
- have a keen ability to foster relationships with a wide variety of individuals from entry level to C-level executives;
- have excellent verbal and written communication skills in English; Spanish is a plus;
- valid driver's license and have reliable transportation to commute to main offices, TPC San Antonio temporary offices and offsite locations
- be comfortable making phone calls, setting appointments and establishing/developing relationships;
- be proficient with Microsoft Office suite (Excel, Outlook, Word, and PowerPoint), internet software, various social media platforms; Adobe software including Photoshop and CAD is a plus;
- be able to lift a minimum of 50 lbs.;
- be able to work evenings, weekends and holidays as required throughout employment, but especially in the four weeks before and the week of the Valero Texas Open;
- have a desire to work in sports/event management; completed a degree or working toward a degree in a related field (Sports Management, PGA Management, Business Management, Hospitality & Leisure Management, etc.) is a plus.
- Knowledge of golf and golf events is not a requirement but a plus

HOW TO APPLY:

Qualified applicants may apply on [TEAMWORK ONLINE](#) or submit a cover letter and resume to Ted Kneale, Senior Manager of Operations, via email at ted@valerotexasopen.com, no later than October 15, 2018.