



# Valero Texas Open

**POSITION:** Special Events 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 stipend

## **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 the Director of Client Services with tasks including, but not limited to:

- Manage the fulfillment of sponsor ticket packages using Ticketmaster's Archtics software and Account Manger platform
- Provide support and instruction to clients requiring assistance with their electronic tickets
- Create access badges for tournament staff/vendors/etc.
- Assist ticketing vendor with on course set-up prior to tournament
- Support admissions and hospitality committees with ticket scanning equipment/troubleshooting
- Act as primary POC for annual Women's Day event
- Track incoming merchandise orders and samples
- Oversee inventory and fulfillment for online merchandise sales
- Pro-Am events:
  - Assist in ensuring all elements of F&B, AV and décor are in place prior to the start of each event
  - Supervise event and be available to assist event POC and hotel staff with questions
- Player Relations:
  - Identify and plan activities in and around San Antonio for PGA TOUR players/wives/families
  - Work with PGA TOUR Childcare team to ensure their needs are met prior to and during tournament week
  - Oversee registration and implementation of planned activities during tournament week
- Assist with all other tournament events as needed

## **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 strong ability to foster relationships with a wide variety of individuals from entry level to C-level executives;
- have excellent verbal and written communication skills
- Valid driver's license and have reliable transportation to commute to main offices, TPC San Antonio temporary offices and to 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
- be able to lift a minimum of 50 lbs.;
- be able to work evenings, weekends and holidays as required throughout the period of employment, but especially in the four weeks prior to and the week of the Valero Texas Open;

- have a desire to work in sports/event management; completed 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 Lauren Casanova, via email at [lauren@valerotexasopen.com](mailto:lauren@valerotexasopen.com), no later than October 15, 2018.

