

2025 PKBGT Tournament Assistant Internship

opportunities to focus in administration/ops/promotions/communications

The PKBGT is looking for talented and well-rounded applicants to serve as a Tournament Assistant intern(s). The internship will include traveling to different events, pre-tournament ops, social media, and other duties as assigned.

Responsibilities

- Provide Support to the Tournament Director prior to and at events
- General tournament set-up and preparation to PKBGT specifications
- Setting up the golf course for events to PKBGT specifications, including: setting tees, marking penalty areas, posting scoreboard, hanging promotional banners, etc...
- Active on-site at tournaments, duties include: registration, first tee starter, pace of play and ruling oversight, and scoring
- Promote and engage customer base through social media and web platforms, duties include: Write and publish blogs, press releases, event previews, take pictures of events and awards, Instagram features and images

Qualifications

- Highly motivated individual with acute attention to detail and process
- Excellent communication, public speaking and public relations skills
- Ability to work efficiency, multi-task, and maintain time management
- Golf knowledge is preferred, but not mandatory
- Basic computer knowledge and skills (Microsoft Office), Photoshop a plus

Work Schedule & Logistics:

- Internship Dates – As early as Mid-May ending as late as Early August (flexible for right candidate)
- Training at PKBGT Offices in Greensboro, NC – mid-May
- On-Site Assistance, including significant travel, various tournaments including weekends
- Ability to lift 20 pounds to move supplies
- Must have valid US driver's license

Compensation:

- Weekly Stipend of \$400 per week based on ~ 40 hours
- Travel, meals & lodging for events provided by employer as required

Reimbursement for mileage for event travel when using own vehicle (GGA set reimbursement is 0.36 cents per mile). Typical travel will be with tournament staff in PKBGT vehicles.

To Apply:

- Send resume and cover letter expressing interest to Associate Tour Director Kevin Hamski at khamski@pkbgt.org.