Tournament Intern Applicant Information

The Kingsmill Championship will have multiple internships available in 2018. The description for this opportunity is outlined on the following page. Please see below for the qualifications and skills, along with important dates.

Internship Dates: Mid-January through mid-June 2018

Type of Internship: Hourly Paid Internship. Housing and transportation not included.

Tournament Dates (Tentative): May 14 – 20, 2018

Hours: Hours vary between 30-40 hours per week, and then increase significantly over 40 hours in late April. Interns are expected to work daily from early May through May 25th. You will be expected to work days, nights, and/or weekends and holidays as required.

Preferred Education: Sophomore, Junior, or Graduate Level student majoring in sports management, hospitality, business, marketing, communications, or related field.

Required Skills: Strong communication and professionalism required. Must be proficient in Microsoft Office programs. Ability to multitask and excel in fast-paced environment required.

Application Deadline: October 30, 2017

To apply, please visit www.kingsmill.com and click on the “Careers” link at the bottom of the page. Then, fill out the Employment Application form, (see link on the right side of the “Careers” page) and return to our Human Resources Department.

If you are interested in learning more or have any questions, please contact the Tournament Coordinator, Lauren Hall, at (757) 253-3985 or Lauren.Hall@kingsmill.com
Tournament Intern Job Description

The Kingsmill Championship has multiple internship opportunities available. Each intern is considered an extension of the tournament staff, and we strive to provide a valuable hands-on experience with a high-level professional event. You will be expected to have strong communication skills as they will interface with volunteers, LPGA professionals and staff, corporate partners, spectators, and vendors.

Interns will assist the Tournament Director, Operations Manager, Partnership Manager and the Tournament Coordinator in one of the following supporting roles:

**Operations Assistant** – You will be responsible for assisting the Operations lead in overseeing the placement and installation of all vendor assets, such as bleachers, skyboxes, expo booths, tents, tables/chairs, restrooms, concessions, etc.

**Marketing and Event Assistant** – You will be responsible for assisting the Partnership Manager in organizing Media Day, the Pro-Am, Pairings Party, Women’s Day event and partnership activations. In addition, you will be responsible for marketing opportunities that include, but are not limited to, creating content for social media and updating social media outlets, maintaining tournament website, and building a marketing plan for the distribution of tournament marketing materials.

**Volunteer Assistant** – You will be responsible for assisting the Tournament Coordinator with volunteer recruitment, registration, training, and general correspondence. Additionally, you will be involved in fulfilling charity requests, ticket sales, and overseeing ticket will call operations.

If you are interested in learning more or have any questions, please contact the Tournament Coordinator, Lauren Hall, at (757) 253-3985 or Lauren.Hall@kingsmill.com

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