



Tournament Intern Applicant Information

The Kingsmill Championship will have two internships available in 2017. 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 2017
- Type of Internship:** Hourly Paid Internship. Housing and transportation not included.
- Tournament Dates:** May 15-21, 2017
- Hours:** Hours vary between 30-40 hours per week, and then ramp up significantly over 40 hours in May. Interns are expected to work daily from May 8th through May 24th. They 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 1, 2016

To apply, please visit www.kingsmill.com and click on the “Careers” link at the bottom of the page. Then, click “Apply Here” and find the Kingsmill Championship Tournament Intern posting.

If you are interested in learning more or have any questions, please contact the Tournament Operations Manager, Jeff Moorefield, at (757)253-3988 or Jeffrey.moorefield@kingsmill.com.





Tournament Intern Job Description

The Kingsmill Championship has two internship opportunities available. Interns will have some unique responsibilities, as well as some shared responsibilities. 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. They 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 Operations Manager and Partnership Manager with the planning and execution of partnership activations. They will help the Operations Manager in overseeing the placement and installation of all vendor assets, such as bleachers, skyboxes, expo booths, tents, tables/chairs, restrooms, concessions, etc. Interns will assist the Partnership Manager in organizing the Pro-Am, Pairings Party, Women's Day Event, and other tournament week events. In addition, interns will aid the tournament staff in managing the ticket distribution system and will help coordinate marketing opportunities. Marketing opportunities include, but are not limited to, developing content for the pairings program, maintaining the tournament website, and updating social media outlets, as well as coordinating Media Day. Interns will work with the Tournament Director to organize and manage tournament media opportunities and help manage day-to-day tournament activities. Position is responsible for assisting the Tournament Coordinator with volunteer recruitment, registration, training, hospitality, and setup.

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