

## Internship Posting

**Position:** Ticket Coordinator – 2012 Franklin Templeton Shootout

**Employment dates:** May 15 – December 14, 2012

**Location:** Naples, FL

### Primary Responsibilities:

- Turnkey management of all ticket sales for the 2012 Shootout.
- Oversee Franklin Templeton Shootout Summer Series --- A team amateur golf program featuring 5 – 7 events from May – November.
- Manage tournament’s social media programs --- Facebook, Mobile Text, etc.
- Assist with the management of the Franklin Templeton Shootout 5K, an annual road race held in conjunction with the Shootout.
- Serve as the first point of contact for sponsors, customers, and vendors which will involve administrative office tasks including heavy phone coverage at times, ordering supplies and shipping/mail duties.

### Other Duties:

- Track and enter ticket sales in tournament specific software
- Daily processing and mailing of tickets to customers
- Coordinate mass mailing to all prior year ticket purchasers
- Manage the “Will Call” operation during event week
- Manage and track ticket retail outlets
- Produce and distribute weekly sales reports
- Process Summer Series registrations and manage participant database
- Liaison with Summer Series courses to ensure successful execution of each event
- Manage 5K race registration process and oversee participant database
- Assist with a variety of marketing & operational 5K projects
- Manage volunteer wait list and recruitment efforts
- Various office work and operational duties as assigned

### Summary:

This is a paid internship (hourly) that is well-suited for an individual interested in gaining practical experience in the field of Sport Management. The position is based in Naples, Florida and requires a minimum of a 40-hour work week for the time period specified above. Ticket Coordinator will be expected to work nights and weekends during the height of sales activity. Overtime will be compensated accordingly.

### Contact:

Interested individuals should send a resume and cover letter to Operations Manager, Rob Hartman at [rob.hartman@gwse.com](mailto:rob.hartman@gwse.com).