



Tournament Assistant

EVENT:	2019 Shaw Charity Classic www.shawcharityclassic.com
EMPLOYER:	Launchpoint Sport & Event Strategies www.lpstrategies.ca
LOCATION:	Calgary, Alberta
TERM:	<i>Summer Internship</i> – May 7 – Sept 6, 2019
REPORTING TO:	Tournament Manager
COMPENSATION:	Hourly wage plus overtime

Event Overview

The Shaw Charity Classic will host some of the greatest names in the game of golf in Calgary at the Canyon Meadows Golf and Country Club, August 28 – September 1, 2019. The field, which will consist of 78 stars on the PGA TOUR Champions, will compete for \$2.35 million USD in a three-round, 54-hole stroke-play tournament. The only PGA TOUR Champions stop in Canada will showcase Calgary to the world through its broadcast on the Golf Channel. Led by a philanthropic Patron Group including Tournament Chairman – Jim Riddell, Allan Markin, Keith MacPhail, Guy Turcotte, Gary Peddle, Michael Culbert and PGA Tour Professional – Stephen Ames, along with title sponsor, Shaw Communications, the Shaw Charity Classic won the PGA TOUR Champions' prestigious President's Award in 2014, 2015 and 2017. The tournament has raised more than \$34.4 million in its six years of existence, with a PGA TOUR Champions record setting donation of \$12.3 million raised in 2018 that was distributed amongst 182 youth-based charities in Alberta. The Shaw Charity Classic is managed by Calgary based event management company, Launchpoint Sport & Event Strategies. Launchpoint is an event management and marketing company dedicated to providing strategic solutions for organizations, brands and properties that want to make their mark and stay ahead of the competition.

Job Description

The Tournament Assistant will work alongside the Tournament Manager on various aspects of the tournament. Primary areas of concentration will include volunteer management, customer service and player administration. This internship is an excellent opportunity for students who are interested in pursuing a career in sports or event management and want to get a glimpse into varying departments and tasks. Interns will be asked to take ownership of key projects and will gain strong professional experience.

The Job Specifics

Volunteers

- Maintain the online volunteer database
- Answer volunteer questions via phone and email
- Act as key tournament point of contact for volunteer Chairs
- Coordinate and attend meetings with volunteer Chairs in preparation for the event
- Prepare and distribute monthly volunteer newsletters
- Prepare and distribute the monthly volunteer report
- Help execute volunteer packing day, orientation day, and uniform distribution
- Assist in securing donations from local businesses for charity volunteer raffles
- Assist in securing volunteer meal donations



Player Administration

- Assist PGA TOUR Champions players, their families, and caddies by providing information about booking accommodations in Calgary
- Develop tournament fact sheets and handbooks for players and their caddies
- Work with transportation volunteer chairs to organize player airport pick-ups
- Update and maintain the PGA TOUR Champions Links website

General Tournament Support

- Answer general tournament inquiries by phone or email
- Execute all aspects of the 2019 Honorary Observer program
- Manage the on-site Tournament Office ensuring top levels of customer service
- Assist in special events outside of Tournament week where needed
- Apply for and be the main contact for AGLC licenses for alcohol and raffles
- Apply for and be the main contact for Alberta Health Services applications
- Help execute the on-site tournament merchandise program
- Assist with the Pro-Am Gifting merchandise area
- Track and coordinate all travel arrangements for internal staff and visiting colleagues

Requirements

- Must be a current post-secondary student that is returning to school in Fall 2019 (Business or Sport Management studies is considered an asset)
- Proficient in Microsoft Office Suite with excellent computer literacy (past office experience is an asset)
- Exceptional critical thinking and problem solving skills
- Ability to multi-task competing priorities while remaining flexible and calm under pressure
- Excellent organizational skills and strong attention to detail
- Knowledge and interest in sports, event planning, and the non-profit sector are an asset
- Motivated self-starter with a desire to learn
- Independent team player who is willing to jump in and support the entire team
- Cheerful presence with excellent verbal and written communication skills
- Willingness to work nights, weekends, and holidays as required
- Must be available all dates from August 23 – September 2

NOTE: The requirements of this position can be physically demanding and will necessitate hours of work that are varied, irregular, and deemed necessary to meet the objectives of your employment.

SALARY: \$15.00 / hour + overtime

HOURS: Hours during May – June are expected to be 40 hours / week
Hours to increase in July through end of tournament – Anticipate 50+ hours / week
*From August 19 – September 1 please anticipate 70-80 hours / week

DEADLINE: Sunday March 3, 2019 by 11:59PM MT

Please send a cover letter and resume by email to info@shawcharityclassic.com, and place in the subject line “Application – Tournament Assistant.” The Shaw Charity Classic thanks all applicants but will only contact those who will be invited for an interview.