



# PGA

Northern Texas Section

## **NORTHERN TEXAS PGA MEDIA INTERNSHIP OPPORTUNITY**

The PGA of America is the largest working sports organization in the world with over 28,000 members and apprentices and over 400 staff members throughout the country. As “experts in the game and business of golf,” the purpose of the PGA is to promote the enjoyment of and involvement in the game of golf, and to contribute to its growth by serving millions of people throughout its 41 Sections nationwide.

The Northern Texas Section of the PGA of America is headquartered in Dallas, and serves more than 350 golf facilities and 850 professional members across northern Texas. In addition to managing the day-to-day affairs of the Northern Texas PGA, the Section operates the Northern Texas PGA Junior Tour (“Junior Tour”). The Junior Tour is the largest and most comprehensive of its kind with more than 4,000 junior members and over 375 tournaments conducted annually. During the summer, the Junior Tour provides daily golf tournaments throughout the Dallas/Fort Worth Metroplex for junior golfers ages 7-19.

### **INTERNSHIP DATES:**

June 6 – August 26, 2016 (start and finish dates are somewhat flexible based on successful applicant’s school schedules)

### **DESCRIPTION:**

The Northern Texas PGA is seeking two (2) qualified applicants for a 12-week internship position in media operations during the summer of 2016. Successful applicants will be primarily responsible for assisting with the Section and Foundation’s marketing and media relation activities. When needed, successful applicants will also assist with tournament operations. The following information will provide you with a better understanding of everything the internship entails.

### **JOB RESPONSIBILITIES:**

- Videoing and photographing events to create highlight videos and other media promotions
- Communicate with and interview juniors, parents and PGA golf professionals
- Manage and promote the NTPGA and NTPGA Junior Tour via social media outlets, including Facebook, Twitter, Instagram & YouTube
- Assist with marketing, advertising & campaign strategies to promote the NTPGA
- Assist with the management of the NTPGA Website – [www.ntpga.com](http://www.ntpga.com)
- Assist with the management of the NTPGA Junior Golf Foundation Website – [www.ntpgajuniorgolf.com](http://www.ntpgajuniorgolf.com)
- Compose media releases to recap tournaments and events
- Compile information to create effective email promotions for the NTPGA and NTPGA Junior Tour
- Provide on-site tournament support as needed
- Assist with the coordination of Drive, Chip and Putt events
- Assist with the media promotion for the Texas State Open and the Texas Women’s Open

### **QUALIFICATIONS:**

- Ability to operate video cameras and audio equipment
- Excellent written and verbal communication skills
- Enjoy working with children and young adults ages 7-19
- Organized, punctual, energetic, and a self starter
- Ability to work and communicate effectively in a team based environment
- Innovative, creative and detail oriented
- College degree (or working towards a degree) required
- Automobile access with willingness and ability to travel within the Dallas/Fort Worth Metroplex required
- Interest in a career in sports media preferred
- Basic knowledge of the game of golf a plus
- Photography skills a plus
- Graphic design skills a plus
- Must have existing insurance through school or parents

### **KNOWLEDGE OF SOFTWARE:**

- Basic knowledge of Microsoft Office
- Ability to edit using software such as Final Cut Pro X or Adobe Premiere
- Experience with Adobe Creative Suite a plus
- Ability to use Apple Computers and Operating System

**PHYSICAL REQUIREMENTS:**

- Work early mornings
- Work outside in extreme weather and temperatures, and spend much of the day in direct exposure to the sun
- Work in an office setting
- Safely operate a golf cart
- Stand and move around on foot for extended periods of time
- Public speaking
- Effectively use and operate cell phones and hand held radios

**SUMMER TOURNAMENT & OFFICE SCHEDULE:**

The media interns will be responsible for attending tournaments held about once a week within the Dallas/Fort Worth Metroplex. On average, media interns can expect to work in the office three days a week. Media interns should expect to work, on average, 5 days a week with the exception of a few special events. Interns will work approximately 35-40 hours each week. Additional tasks and hours can be added for those with special requirements for obtaining school credit.

**INTERNSHIP TEAMS:**

The Northern Texas PGA will hire approximately 30 total interns for the summer of 2016. While the media interns will split time between tournament operations and office work, all of our interns will spend a great deal of time together and work with each other at various events throughout the summer. The ability to work in a team atmosphere and effectively communicate with all other interns and full time staff members is critical.

**INTERNSHIP TRAVEL:**

Tournaments will be spread throughout the entire Dallas/Fort Worth Metroplex. The Northern Texas PGA office is located in North Dallas. Interns will be responsible for their own transportation to and from the office and all tournaments and events. Carpooling to tournaments is allowed and strongly encouraged. The compensation issued to interns is meant to offset housing and travel costs.

**COMPENSATION:**

- Interns will be compensated at \$7.50 per hour (minimum wage is \$7.25 per hour)
- Interns will be compensated at \$11.25 per hour if/ when they work more than more than 40 hours per week
- Five PGA staff golf shirts
- Three PGA hats
- School credit (if applicable)

**HOUSING:**

The Northern Texas PGA does not provide housing of any kind. We will be more than happy to assist with the location of housing for those unfamiliar with the Dallas/Fort Worth Metroplex. The Northern Texas PGA will hire approximately 30 interns for the summer of 2016, and we will be sure to get all of those seeking housing in contact with one another prior to arrival. Past interns have utilized corporate housing agencies for fully furnished three-month apartment leases, secured three-month house leases through Craigslist, or utilized extended stay hotels. Those with family or friends in the Dallas/Fort Worth Metroplex are welcome to stay there and are in no way obligated to live with other interns.

**APPLICATION INFORMATION:**

Interested applicants should submit a cover letter, résumé and list of references. Letters of recommendation are not required but are strongly encouraged. Please specify that you are applying for our *Media Internship*. You can find this bulletin as well as additional information on our internship under the internship tab at the bottom of our website at [www.ntpgajuniorgolf.com](http://www.ntpgajuniorgolf.com). Applications will be accepted via mail or email. Please submit all materials or questions to Molly Rawlins.

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**APPLICATION DEADLINE:**

Friday, February 12, 2016 or until position is filled

The PGA of America, Northern Texas Section is an Equal Opportunity Employer.  
Successful applicants will be required to undergo an authorized background check.