



LOCATION: Birmingham, AL
POSITION TITLE: Volunteer Assistant
REPORTING TO: Kourtney Cowart, Volunteer Manager
TERM: April 2022 – July 31, 2022 (approximately)
COMPENSATION: Hourly wage

OVERVIEW: Bruno Event Team is a Birmingham, Alabama-based sports marketing and event management company formed in 1995 by Ronald Bruno and Gene Hallman. We are experienced in all facets of event management, employing a year-round staff of more than 60 employees in 7 offices in the United States and one international office. Working with our affiliated companies and divisions, Bruno Event Team (“BET”) services each client with expertise in all aspects of event management, marketing, and operations. We maintain a steadfast commitment to excellence utilizing vast experience, strong work ethic, and attention to detail.

Locally, BET conducts the Regions Tradition, which is 1 of 5 majors on the PGA TOUR Champions and is held annually each spring at Greystone Golf & Country Club. Collectively, the PGA TOUR Champions has the most recognizable and accomplished players in the game, with many of its members in the World Golf Hall of Fame competing regularly in its events.

BET’s “Gameday Experience” division provides operation and marketing services for gamedays at the University of Alabama, Auburn University, UAB, and Alabama State University, and its “BETix” ticketing division offers online ticket services to many clients.

Additionally, BET manages all events for the Alabama Sports Council (“ASC”), currently including annual events such as Hammerfest, the SEC Women’s Golf Tournament, the SEC Baseball Tournament, and the Magic City Classic.

BET’s motorsports division, Zoom Motorsports, is the exclusive promoter and event management team for the world-renowned Barber Motorsports Park in Birmingham. Zoom hosts many notable events at the Barber Motorsports Park including the Honda Indy Grand Prix of Alabama and the Barber Vintage Festival. Bruno Hospitality, BET’s leading full-service catering company, is located at and serves as the exclusive caterer for the Barber Motorsports Park and Barber Vintage Motorsports Museum.

You can find additional company information as well as event-specific information on our website at www.brunoeventteam.com. See also www.twg2022.com.

JOB DESCRIPTION

Duties:

Duties may include, but not be limited to the following:

- Assist Volunteer Manager and Event Director with a wide variety of event duties
- Assist with the planning and implementation of the Regions Tradition and Honda Indy Grand Prix of Alabama volunteer programs
- Volunteer recruitment for local events
- Provide assistance with volunteer questions and communications
- Produce bi-monthly email newsletters to volunteers
- Responsible for volunteer uniform distribution
- Sponsor activation and fulfillment for volunteer program partners
- Procure donated volunteer meals and raffle prizes
- Volunteer Headquarters operational set-up and break down
- Other general administrative and operational tasks as needed to prepare for and support events

Abilities, Skills and Knowledge:

- Ability to multi-task in a fast-paced team environment
- Excellent people and organizational skills
- Self-motivated team player with the ability to work independently
- Excellent verbal and written communication skills
- Computer skills are mandatory
- Ability to meet stringent deadlines and work under pressure
- Ability to lift heavy boxes
- Ability to be on your feet for extended periods of time

Expected Hours:

- Hours during internship are expected to be approximately 30-40 hours/week initially but may vary. Anticipate an average of 60 hours/week during events. Hours will decrease post event.
- Must be able to work extended hours including nights and weekends as event approaches and during event. Most work hours will be in a typical office environment at the company's headquarters in Birmingham, AL. Working outside and on-site during events should be expected.
- Major event dates during intern term are: SEC Women's Golf (4/13 – 4/17/22), Honda Indy Grand Prix of Alabama (4/29 – 5/1/22), Regions Tradition (5/11 – 5/15/22), SEC Baseball Tournament (5/24 – 5/29/22), and 2022 The World Games (7/7 – 7/17/2022).

COVID-19 Precaution(s):

At BET, employee health and safety is our top priority. As such, BET has implemented a COVID-19 vaccination policy to safeguard the health of our employees and their families; our clients and visitors; and the community at large from infectious diseases, such as COVID-19, that may be reduced by vaccinations. All offers of employment will be subject to candidate providing proof of vaccination (or acceptable plans for vaccination or exemption documentation per BET's policy).

Resume Submission:

Please send resumes to Liz Grimes at lgrimes@brunoeventteam.com and note "BET Vol Assistant" in subject line. Bruno Event Team thanks all applicants but will contact only those who will be invited for an interview.