



Position: Sales and Fulfillment Intern
Event: Regions Tradition
Event Dates: May 5 – 15th, 2023
Location: Birmingham, AL
Internship Duration: January – May 2023

COMPANY OVERVIEW:

Bruno Event Team is a Birmingham, Alabama-based sports marketing and event management company formed in 1996 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.

THE EVENT:

The Regions Tradition, which is 1 of 5 majors on the PGA TOUR Champions, 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. The PGA TOUR Champions primary purpose is to provide financial opportunities for its players, entertain, and inspire its fans, deliver substantial value to its partners, create outlets for volunteers to give back, protect the integrity of the game and generate significant charitable and economic impact in communities in which it plays.

BET is proud to manage the Regions Tradition. You can find additional company information as well as event-specific information on our websites at www.brunoeventteam.com and www.regionstradition.com.

PRIMARY RESPONSIBILITIES:

- Provide general support for the Regions Tradition sales staff
- Assist with hospitality contracts, invoicing, and sponsor communications
- Assemble and distribute tickets, credentials, and parking passes for event
- Assist with management of the Regions Tradition website related to sponsor activity
- Assist with the management of the Regions Tradition honorary observer program
- Aid organization/production process of Regions Tradition pairings guide
- Coordinate sponsor gift program and thank you notes
- Other administrative and operational tasks as assigned

QUALIFICATIONS & EXPERIENCE:

- Proficiency with Microsoft Office Suite
- 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
- Ability to meet stringent deadlines and work under pressure



- Ability to be on your feet for extended periods of time
- Knowledge/interest in sports is an advantage, but not required

EXPECTED HOURS:

Hours during January – March expected to be approximately 30 hours/week but may vary.

Hours to increase in April through the end of May. Anticipate an average of 40 hours/week leading up to and during event week. Hours will decrease post-event.

Must be able to work extended/irregular hours including nights and weekends as event approaches and during event week. Most work hours will be in the typical office environment at the company’s headquarters in Birmingham, AL. Working outside and on-site during event should be expected.

COVID-19 PRECAUTIONS:

At BET, employee health and safety are our top priority. In adherence to CDC, State, and local orders, we have implemented processes and procedures to prevent the spread of COVID-19 in our office. Initial interviews may be remote and conducted via Zoom. Any follow up interviews may be conducted in the office. Additionally, BET has implemented a mandatory COVID-19 vaccination policy for full-time staff and interns 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 jobs@brunoeventteam.com and note “RT – Sales and Fulfillment Intern” in subject line. We appreciate your interest and will contact only those who will be invited for an interview.