



Position: Volunteer Assistant
Location: Birmingham, AL
Internship Duration: January – May 2023

BACKGROUND:

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.

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 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](#).

PRIMARY RESPONSIBILITIES:

- Assist Volunteer Manager and Event Director with a wide variety of event duties
- Assist with the planning and implementation of the Regions Tradition and Indy Grand Prix of Alabama volunteer programs
- Recruit volunteers for local events
- Provide assistance with volunteer questions and communications
- Produce bi-monthly email newsletters to volunteers
- Distribute volunteer uniforms
- Sponsor activation and fulfillment for volunteer program partners
- Operational set-up and break down of volunteer headquarters
- Oversee Regions Tradition marshal program recruitment
- Other general 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 20 - 40 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 events should be expected.

Major event dates during intern term are: Indy Grand Prix of Alabama (4/29 – 5/1/23), Regions Tradition (5/8 – 5/15/23), MotoAmerica Superbikes (5/19 - 5/21/23).

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 “BET – Volunteer Assistant” in subject line. We appreciate your interest and will contact only those who will be invited for an interview.