



JOB TITLE: Corporate Partnerships Coordinator
LOCATION: Pacific Palisades, CA
STATUS: Full Time – Nonexempt (paid vacation, benefits)
SALARY: \$50,000 - \$55,000

ORGANIZATION:

For more than 25 years, TGR Live has exclusively organized and managed fundraising events supporting TGR Foundation. It focuses on creating amazing experiences for the foundation's clients at world-class events. TGR Live provides a variety of services including hospitality management, public relations and marketing, tournament operations, and sponsor sales at PGA TOUR and signature events which benefit the foundation. For more information, visit TGRLive.com.

JOB DESCRIPTION:

TGR Live is seeking a motivated team player as its Corporate Partnerships Coordinator. Based in the Pacific Palisades office, this full-time position will lead the sponsorship servicing and client relations for The Genesis Invitational and Tiger Woods Invitational and fulfill a supporting role in event activation at other TGR Live events. Primary responsibilities include preparing sponsorship agreements and invoices, facilitating agreements and asset tracking, administering accounts receivables, leading back-end sponsor fulfillment and activation, and serving as a primary client contact for designated events.

JOB DUTIES & RESPONSIBILITIES:

Sponsorship Servicing:

- Develop and maintain key sponsorship materials, including confirmation forms/proposals, sponsorship decks, contracts, recap decks, and metrics reports.
- Track and manage sales contracts in Salesforce, generate tracking reports, monitor inventory, and ensure accurate recording of sales revenue and assets.
- Assist in planning and execution of client communication strategies, including regular meetings, follow-ups, scheduled touchpoints, text messaging plans, and coordination of sponsor load-ins and deliveries.
- Serve as primary sponsor and hospitality buyer point of contact for ticket/parking/asset communication and fulfillment needs.
- Coordinate on-course sponsor and hospitality activations to ensure seamless execution and brand alignment.
- Provide finance and administrative support, including invoicing, payment coding, post-event tax receipts, and general compliance with financial processes.
- Actively participate in scheduled team meetings and serve as a liaison to internal departments, including Finance, Sales, Marketing, and Operations.

Event, Hospitality and Sales Support:

- Manage beverage partnership logistics, including agreements, shipping/delivery tracking, post-event recaps, and metric reporting.
- Oversee on-course hospitality elements such as food and beverage coordination, décor, hospitality upgrades, and contract fulfillment.
- Assist in the recruitment, training and day-to-day activity of event hospitality volunteers.



TGR LIVE

- Serve as a primary on-site contact for tournament furniture and décor vendors, supporting both hospitality and operational needs in collaboration with the Operations team.
- Create and distribute event information links and materials for internal and external stakeholders.
- Support other duties, special projects, and cross-functional tasks as assigned.

QUALIFICATIONS:

- One to three years of experience in the event and/or hospitality industry, ideally with a focus on corporate sponsorships.
- Highly motivated, detail-oriented, and well-organized, with the ability to manage multiple tasks simultaneously.
- Strong verbal and written communication skills, with a professional, service-focused approach.
- Proficient in Microsoft Office 365 applications, including Excel, Word, and Teams.
- Familiarity with Salesforce CRM and Ticketmaster systems is preferred.
- A dependable team player, comfortable working in both an office environment and high-pressure live event settings.
- Passion for partner engagement, with excellent interpersonal and relationship-building skills.
- Collaborative and professional demeanor, with a consistently positive attitude.
- Demonstrated ability to handle sensitive information with discretion and maintain confidentiality.

REQUIREMENTS:

- Hybrid role requiring a minimum of three in-office days per week across Pacific Palisades and Irvine, CA locations.
- Must be able to travel approximately 10% of the time, with occasional extended stays (up to one week or longer).
- Availability to work nights, weekends, and holidays as needed based on event schedules.
- Flexibility to collaborate with colleagues and partners across multiple time zones.

TO APPLY:

Please submit a cover letter and resume as a single PDF on www.teamworkonline.com

No phone calls please. Local candidates preferred.

TGR Live and TGR Foundation are proud to be an Equal Opportunity Employer.

This position description is illustrative of duties typically performed by this role. It is not intended to be an exhaustive listing of each responsibility. Because position content may change from time to time, TGR Live reserves the right to add and/or revise responsibilities from this position at any time.