

**TGR LIVE**

**JOB TITLE:** Event Services Intern  
**LOCATION:** Pacific Palisades, CA  
**STATUS:** Seasonal/Temporary  
**SALARY:** \$18.00/hour

**ORGANIZATION:**

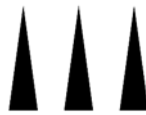
For more than 25 years, TGR Live has exclusively organized and managed fundraising events supporting TGR Foundation. It focuses on creating amazing experiences for the foundation's clients at world-class events. TGR Live provides a variety of services including hospitality management, public relations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

**INTERNSHIP SUMMARY:**

This position requires a highly organized, self-motivated professional with strong interpersonal and communication skills. The role provides comprehensive support across tournament operations, sponsor fulfillment, event logistics, and hospitality management. The successful candidate will assist with pre-event planning and on-site execution, manage detailed inventory and tracking systems, coordinate vendor and sponsor needs, and support various operational functions throughout tournament week. This individual must be adaptable, comfortable with physical event setup, and able to manage multiple priorities in a fast-paced, team-oriented environment.

**INTERSHIP RESPONSIBILITIES:**

- Create and manage inventory logs for event storage units
- Assist with set-up and tear down of temporary office spaces, signage, and various event activations
- Oversee practice range golf ball orders through various vendors
- Manage, order & maintain caddie bibs & caddie bib names
- Responsible for taking and cataloging operational photos leading up to and throughout the tournament
- Responsible for the physical set-up and tear down of various tournament events (i.e. moving tables, setting up displays/signage, and moving sponsor products)
- Coordinate food donations for Advance Week events
- Oversee Legends Club fulfillment elements by keeping member tracker updated, apparel inventory and packing, and distribution of member credentials and apparel
- Assist with planning and execution of pre-tournament sponsor and Legends Club events and Preview Day by managing Run of Shows, RSVP tracking, photo requests from sponsors, and event logistics such as check-in, sponsor equipment load-in/load-out, etc.
- Support tournament week sponsor activations (i.e. activation call participation, facilitating sponsor ticket/asset deliverables, coordinating load-in/load-out schedules, managing package tracking/receiving with warehouse and on-course supply distribution).
- Support Corporate Partnerships and Operations departments with tournament vendor communications including inventory management, layout plan and load-in / load-out process.



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- Support Sponsor Value Program by serving as a secondary point of contact for the PGA TOUR and sponsors while helping to execute player experiences during tournament week
- Manage trophy schedule and location transfer plan
- Serve as a hospitality lead for an assigned hospitality area Thursday – Sunday of tournament which includes overseeing the morning prep/cleaning, actively communicating and addressing issues and monitoring the food and beverage operation
- Assist with daily tournament activities as assigned (e.g., office upkeep, answering phones, miscellaneous tasks, etc.)

#### **EXPERIENCE, SKILLS & REQUIREMENTS:**

- Sport Management or Hospitality Management majors preferred
- Prior event or hospitality activation experience a plus
- Eligible to work in the United States; International students must have all visas and employment authorization
- Local candidates required; must be able to provide own housing and transportation to The Riviera Country Club
- Work collaboratively with other departments such as Sales, Marketing, and Volunteer on other projects as assigned
- Ability to communicate clearly with tournament constituents including staff, volunteers, corporate sponsors, host club personnel, and public
- Ability to function in fast-paced environment, handle multiple projects, and meet deadlines
- Self-discipline with schedule and time management
- Work extended hours, including nights and weekends leading up to and during the event
- Must be able to lift and carry at least 30 lbs.

#### **TIMEFRAME & SCHEDULE:**

January 5 – March 6, 2025

- **January 5 – January 23:** 24 hours per week
- **January 26 – March 6:** 40–84 hours per week
  - Overtime is applicable for hours worked over 8 hours per day.

#### **TO APPLY:**

Please submit a cover letter and resume as a single PDF on [www.teamworkonline.com](http://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.*