

Internship Overview

Thank you for your interest in an internship with the Nationwide Tour – the Melwood Prince George’s County Open. Those selected to our program have the opportunity to earn college credit while attaining the skills and experience necessary to compete for positions in the sports industry when their internships are completed.

The following pages include comprehensive descriptions of all internships offered by the Melwood Prince George’s County Open. Please read them thoroughly. This information is provided to assist you in determining which internship you wish to pursue and to clarify the application process.

QUICK FACTS

- To Apply: Send Resume and Cover Letter to kschroeder@melwood.org
- Paid and un-paid positions available
- Internship run mid-February thru mid-June. Tournament office is flexible depending on students’ class schedule
- All interviews are conducted at the tournament office located in Upper Marlboro, MD

Should you have any questions concerning internships please contact the tournament office at 301-599-2732. Thank you for your interest in the Nationwide Tour internship program.



Marketing/PR Internship

QUALIFICATIONS/SKILLS:

Sophomore, Junior or Senior level college student majoring in Sports Management, Marketing, Public Relations or related field. Must be literate in Microsoft Word and Excel. Strong communication and professionalism required. Must work well with others in a fast-paced team environment. Must have a valid driver's license.

RESPONSIBILITIES:

Job duties are not limited to the following descriptions.

Sponsorships: Familiarize yourself with all sponsorship packages and agreements; collect logos, program ads and any necessary graphics to fulfill sponsorship and keep/update computer files for said items; assist in ordering all signage including banners, side panels, hole signs, parking and signage for skyboxes; make sure signage is up at appropriate times.

Media: Organize the tournament's Media Day on month prior to tournament week, coordinate with Media Room to get all photo shoots for TV and newspaper, direct professional golfers to Media Room.

Pro-Am: Gather Pro-Am player sign-up information; distribute pro-am information and player gift packages.

Tickets: Responsible for the distribution of all ticket packages to sponsors.

Other: Help fellow interns with other special events such as the Youth Clinic, Pro-Am and Pro-Am Awards Reception, Volunteer Appreciation Party, etc.



Operations Internship

QUALIFICATIONS/SKILLS:

Sophomore, Junior or Senior level college student majoring in Sports Management, Event Planning or related field. Must be literate in Microsoft Word and Excel. Strong communication and professionalism required. Must work well with others in a fast-paced team environment. Must have a valid driver's license.

RESPONSIBILITIES:

Job duties are not limited to the following descriptions.

Office: Work with staff and fellow interns throughout all departments as needed prior to, during and after tournament week. This is a great way to experience all facets of event management.

Volunteers: Assist Volunteer Coordinator with email blasts and volunteer handbook; assemble and distribute volunteer packages; organize volunteer tent during tournament week including breakfast coordination and lunch distribution.

On-Course: Course setup and breakdown; distribution of water and ice to tee boxes during tournament week; installation, repair and maintenance of hole signs, concession signs, a variety of other signage on and around the course; maintaining fencing.

Off-Course: Price check vendors for various tournament needs such as volunteer food, portable bathrooms, signage, event rentals, etc. Coordinate with marketing intern and tournament staff to get signage printed and installed; assist with coordinating transportation and distribution of cars.

