



Internal Job Posting

The Ladies Professional Golf Association (LPGA), headquartered in Daytona Beach, FL, is currently seeking a full-time **Tournament Operations Manager**. This position is responsible for the day-to-day management of tournament operations systems, scoring and statistics for Symetra Tour events. This position is also responsible for maintaining LPGA Symetra Tour assets, as well as, working directly with tournament organizers, Symetra Tournament Business Affairs, Tour Officials, Operations staff and the VP of Tournament Operations on all facets of tournament operations and management. This role reports to the Vice President of Tournament Operations & Q-Series.

Essential Duties and Responsibilities include the following:

- Responsible for the weekly management of the tournaments, including opening and closing of the events, compiling tournament reports, verifying statistics, managing purse distributions for each event.
- Lead communications liaison with Tournament Business Affairs for additional projects at tournament site to facilitate with the competition, sponsor deliverables and operations set-up.
- Responsible for leading volunteer training and management of live scoring, scorecard and statistic card verification, cart drivers, leaderboards and scoring tent personal.
- Responsible for advance communication with tournaments, Symetra tournament business affairs and tour operations to ensure the weekly set-up of Internet and other operational items for Tournament Office, Media Center and Real-Time Scoring.
- Responsible for contacting local cable companies to obtain internet service at each tournament site and maintaining scoring network and equipment inventory at tournament sites and the location, set up and testing of repeaters.
- Assist VP of Operations or Senior Staff member with day to day operations of Tournament Competition.
- Assist in tournament operations set-up when available.
- Communicate with the LPGA IT department for updates to operations manual.
- Assist in Symetra year end projects – equipment inventory-Administrative reports.

Job Requirements:

- Bachelor's degree in Sport Management or other related field including events or hospitality
- Minimum 3-5 years in the golf industry, preferably in tournament operations and/or tournament management
- Understanding of computer hardware including monitors, towers, printers, internet connections, routers etc. – will assist with office set-up at tournament sites.
- Proficient with Microsoft Office including Word, Excel and Outlook
- Highly customer-service oriented
- Motivated, organized, detail oriented, able to multi-task and work long hours in a high stress environment
- Demonstrated experience researching, planning, documenting, troubleshooting and executing complex tasks and projects
- Excellent verbal and written communication skills
- Position requires one to be physical for long periods/distances including walking and standing and able to lift 50 pounds, unassisted
- Ability to travel a minimum of 20 weeks per year

The LPGA offers a competitive salary and benefits package that includes, medical, dental, vision, life, and disability insurance, paid time off, 401(k) with employer match, golf and fitness center privileges, access to all of our events, and many other great benefits to all full-time employees.

For confidential consideration, please email your résumé and cover letter to Leah Fogle (leah.fogle@lpga.com)

To apply for this position and to view our complete list of job openings, please visit www.lpga.com/careers.

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