

**Job Title: Tournament Manager**

**Reports to:** Director of Competitions, South Texas

**Status:** Full time, non-exempt employee

**Location:** Humble Office (Northeast Houston area)

**Start Date:** Open until filled

**Position Summary**

The Tournament Manager is an experienced tournament administrator responsible for the exemplary production of assigned TGA/LJT/USGA/Outside managed events. The Tournament Manager has knowledge and experience in the Rules of Golf and all pre-event, on-site and post-event activities required to conduct competitions at the highest level. The position requires extensive travel (between 50-100 days per year), weekend work, physical activities including lifting and extended periods outside.

**Duties and Responsibilities**

- Serve as the supporting staff and/or Staff in Charge (SIC) at assigned Championships and qualifying events
- Complete pre-tournament administration such as communicating with host clubs, participants and volunteers, registration, updating website, preparing media releases, etc.
- Perform / oversee on-site tournament administration duties such as golf course marking, golf course set-up, equipment set-up, rules officiating, pace of play, starting, live scoring and managing volunteers
- Works within Championship Department siting plan and sites qualifying events as assigned
- Conduct assigned championships within the established budget guidelines
- Serve as mentor to P.J. Boatwright Intern, providing guidance and support throughout their internship
- Perform other tasks and complete additional projects as assigned

**Qualifications**

- Two years of tournament administration experience at the national, state and regional levels
- P.J. Boatwright Internship experience preferred
- Minimum advanced certification in USGA Rules of Golf
- Advanced knowledge and understanding of tournament management systems, Golf Genius preferred
- Ability to operate events within established tournament budgets as assigned
- Excellent written and verbal communication skills, Microsoft Office preferred

**Personal Characteristics**

- Demonstrated ability to contribute to a high-functioning team and to work cooperatively and effectively
- Superior organizational skills and extreme attention to detail
- Ability to identify, analyze and resolve problems in a timely manner
- Flexible with schedule and ability to work nights and weekends as assigned
- Ability to manage multiple projects, delegate duties, and work independently or with a committee
- Ambitious with ability to critically think of ways to enhance the Championship Department

**Compensation**

- Salary and bonus potential commensurate with experience (\$55,000 – \$60,000)
- 100% comprehensive group Medical, Dental and Vision insurance, as well as 401(k)
- Paid time off and monthly cell phone stipend

**SEND COVER LETTER/RESUMES TO:**

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