



2010 Seasonal Position Job Description – Ticket Coordinator

<u>POSITION:</u>	Ticket Coordinator
<u>STATUS:</u>	This position will be a seasonal, salaried employee
<u>LOCATION:</u>	Playa Del Carmen, Quintana Roo, México (35 Miles South of Cancún)
<u>START DATE:</u>	Late October or early November 2009
<u>END DATE:</u>	Mid-March 2010
<u>COMPENSATION:</u>	\$1,750 USD per month

Mayakoba Golf Classic Overview:

México's Only PGA TOUR Event will be held February 17 – February 21, 2010 at the Mayakoba Resort in Playa Del Carmen, México. This full-field, internationally televised tournament draws top golf professionals from around the world and captures the attention of millions of viewers and thousands of spectators.

The Mayakoba Golf Classic (MGC) is managed by the Greg Norman Production Company (GNPC), the event management and sports marketing subsidiary of World Golf Hall of Fame Member Greg Norman's Great White Shark Enterprises. A dedicated GNPC team works on the MGC year-round to ensure seamless coordination and successful results for a variety of clients (OHL/Mayakoba, PGA TOUR, Corporate Alliance Partners, Ticket Purchasers, etc.)

Job Requirements:

- The dates of service shall begin in October or November 2009 and conclude in mid-March 2010 and will be conducted entirely from the Mayakoba Golf Classic offices within the Mayakoba Resort in Playa del Carmen, México
- Fluency in Spanish REQUIRED; verbal and written
- Bachelor's Degree or working towards a degree, preferably in Sports Management, Communication, Business, Marketing, Spanish or other related field
- Valid Driver's License
- Interest in Golf and pursuing a career in Sports Management is a plus; previous PGA TOUR or tournament golf experience a major plus
- Excellent organizational, time and project management skills; individual must be detail-oriented and a self-starter
- Able to work under pressure and on deadlines; willing to work long hours in a fast-paced and stressful environment

Job Description:

- Plan, organize and manage event's external ticket sales efforts through area hotels, concierges and tour operators
- Organize and fulfill all advance tournament ticket sales via phone, internet and consignment outlets
- Track and maintain database of all ticket purchasers in advance of the event and during the event week
- Coordinate all main entrance operations including the staffing of the admission and will call window, exhibitor's tents, general parking and VIP shuttles, etc.
- Collaborate with other tournament staff in the execution of tournament related marketing campaigns, advertisements, promotions, etc.
- Manage all aspects related to office administration including the purchase of supplies as needed, sending faxes, making copies, upkeep of tournament office space, etc.
- Act as first point of contact for ticket purchasers, tournament inquiries, vendors, sponsors, etc. this includes handling calls to tournament office as well as walk-ins
- Assist Greg Norman Production Company staff with a variety of projects as needed
- Other duties as deemed necessary

Contact:

- To apply, please submit resume, cover letter and three (3) references to:
 - Joe Mazzeo, joe.mazzeo@gwse.com, +52 (984) 877-2380
- For more information on the Mayakoba Golf Classic, visit: www.MayakobaGolfClassic.com
- For more information on the Greg Norman Production Company, visit: www.GregNormanProductionCompany.com

THE POTENTIAL FOR FULL-TIME EMPLOYMENT WITH THE MAYAKOBA GOLF CLASSIC MAY EXIST FOLLOWING THE 2010 EVENT.

