



2010 Seasonal Position Job Description – Operations Coordinator

<u>POSITION:</u>	Operations 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>	January 4, 2010, plus a one-week orientation in early December 2009
<u>END DATE:</u>	Mid-March 2010
<u>COMPENSATION:</u>	\$1,750 USD per month

Mayakoba Golf Classic Overview:

Mexico's Only PGA TOUR Event will be held February 17 – February 21, 2010 at the Mayakoba Resort in Playa Del Carmen, Mexico. 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 to be provided shall begin in December 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
- Ability to work under pressure and with tight deadlines
- Willingness to work long hours in hot weather and endure physical activity such as heavy lifting

Job Description:

- Assist Tournament Manager in all operational aspects of México's Only PGA TOUR Event
- Work with several tournament vendors to assure proper execution of contracted services
- Assume lead role with on-site Ambassador (volunteer) operation during tournament week
- Oversee tournament golf cart operations; including managing proper control and use of golf carts among authorized individuals, nightly charging and organization of event fleet, proper traffic flow patterns, 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.
- 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.

