



2009 Seasonal Position Job Description – Operations Coordinator

<u>POSITION:</u>	Operations Coordinator
<u>STATUS:</u>	This position will be a seasonal, salaried employee
<u>SUPERVISOR:</u>	Tournament Director
<u>LOCATION:</u>	Playa Del Carmen, Quintana Roo, México (35 Miles South of Cancún)
<u>START DATE:</u>	January 5, 2009
<u>COMPENSATION:</u>	Payment will be commensurate to experience.

Mayakoba Golf Classic Overview:

Mexico's Only PGA TOUR Event will be held February 23 – March 1, 2009 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 on January 5, 2009, and conclude on March 13, 2009, and will be conducted entirely from the Mayakoba Golf Classic offices within the Mayakoba Resort in Playa del Carmen, México.
- Spanish-speaking capabilities required
- Bachelor's Degree or working towards a degree, preferably in Sports Management, Communication, Business, Marketing, Spanish, etc.
- 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
- Assume lead role with several tournament vendors to assure proper execution of contracted services
- Coordinate all main entrance operations including the staffing of the admission and will call window, exhibitor's tents, general parking and VIP shuttles, etc.
- 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.
- Participate with Tournament Manager in on-site management of Ambassador (volunteer) operation
- 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
- Deadline to submit necessary application materials is November 15, 2008
- For more information on the Mayakoba Golf Classic, visit: www.MayakobaGolfClassic.com
- For more information on the Greg Norman Production Company, visit: www.shark.com/gnpc

