



**Job title:** Tournament Manager – Women’s Emphasis  
**Status:** Regular, Full-Time, Exempt Employee  
**Position Location:** Dallas Office  
**Reports to:** Manager, Women’s Operations

**Job Summary**

The Texas Golf Association seeks an experienced tournament manager to prepare and conduct golf competitions at the highest level. This position will serve as Championship Staff and / or Staff-In-Charge at all categories of TGA competitions, but with an emphasis on Women’s Competitions. This position requires travel, weekend work, and physical activity including some lifting of tournament equipment.

**Principal duties**

- Perform on-site tournament administration duties such as golf course marking, golf course set-up, equipment set-up, rules officiating, pace of play, starting, scoring and managing volunteers.
- Complete pre-tournament administration such as communicating with host clubs and participants, updating website
- Administer competitions using USGA TM.
- Assist in preparation of media releases, acquiring future sites, etc. as assigned
- Assist in the recruitment, training and management of TGA volunteers as assigned
- Additional duties as assigned

**Key Characteristics:**

- Extensive knowledge of the game of golf – competitive playing experience preferred
- Experience in administration and scoring of multiple competitive formats
- Outstanding organizational skills and the ability to multi-task
- Exceptional verbal and written communications skills

**Requirements:**

- Minimum 1-year experience as a Tournament Coordinator / Administrator required
- PGA / USGA Rules of Golf Workshop attendance, demonstrated proficiency in Rules of Golf
- Strong computer skills including the use of Microsoft Office Suite and Adobe Photoshop
- Working knowledge of USGA GHIN software and USGA Tournament Management powered by Golf Genius preferred

**Compensation:**

Salary range \$35 - \$45K, Commensurate with experience. Group health and vacation paid by company.

**SEND COVER LETTER / RESUMES TO:**

Kellen Kubasak – [kkubasak@txga.org](mailto:kkubasak@txga.org)

**TEXAS GOLF ASSOCIATION**

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