



Public Space Field Service Internship (3 weeks)

Position:

Facilities and Operations Intern for Public Space.

Position Overview

This position is responsible for preparing and maintaining the public space inside and outside of the site for the tournament. The intern will gain valuable knowledge in Event Management and Facilities and Operations while also learning from industry professionals what it takes to run a world class sporting event.

Position Objectives:

To provide outstanding service and tournament facilities for our fans, players, officials, contractors, exhibitors, vendors, sponsors, volunteers and staff.

Compensation:

These positions are paid hourly at a rate of \$11.50 per hour. Paid time and a half for overtime as needed.

Position Timeline:

Internship will begin on July 29th and run through August 19th. End dates can be extended slightly to satisfy additional academic requirements. Interns must be able to work all days during internship unless approval is granted prior to acceptance of the offer.

Working Hours:

Prior to the tournament the workday will generally begin at 9am and end at 3:30pm. The position is task driven and occasional projects may require extended hours to conclude. During the tournament a schedule will be developed based on availability to ensure that all posts are properly staffed from 7am until the end of play.

Pre-Tournament Duties:

- Assist in preparing the facility through the following projects:
 - Weed/leaf removal
 - Pressure washing
 - Painting parking lines
 - Control of rental equipment
 - Painting exterior of stadiums
 - Preparation and maintenance of public space
 - Inventory management
 - Placement and distribution of light towers

- Maintaining high levels of cleanliness
- Minor seating and stadium repair
- Preparation of interior and exterior spaces
- Assist other facilities interns in preparing their areas
- Assembling sponsor furniture upon arrival
 - Create a weather contingency plan
- Participate in group projects as directed by Management.
- Assist volunteers and chairpersons in preparing their areas for the tournaments.

Tournament Duties

- Management and upkeep of all site furniture
- Walk all public areas daily to ensure proper presentation
- Spot check all areas for safety/ and or security concerns
 - Complete cleanliness checklists in all areas
 - Inspect exterior gates and fence line for looking for security breaches
 - Scan for trip hazards near gates and densely populated areas
 - Identify areas of high risk and mitigate exposure
- Document all signage on tournament grounds and parking areas
- Assist Logistics Interns with deliveries if needed
- Assist Ushers with chain repair and placement of handicap seating areas
- Manage all storage areas and their cleanliness
- Assist with towel delivery and pickup
- Assist moving ecology supplies to necessary locations
- Assist marketing and sponsorship department with daily events set-up as needed
- Support coworkers in the cleaning of match courts each night as needed
- Assemble a comprehensive picture inventory including all details of all parts of the tournament site

Post Tournament Duties

- Make recommendations to improve the position and the tournament from year to year

Reimbursement for travel/accommodations or other funding is not available.

Interested candidates can apply on Teamworkonline.com or send resume to the Facilities Supervisor, Jon Sanders at: jsanders@cincytennis.com