



## 2025 Cincinnati Open Administrative/Office Internship

**Description:** Your internship will be a summer tour de force working for one of the largest and most prestigious professional tennis tournaments in the world, the Cincinnati Open. You will work closely with the Administrative Assistant and various volunteer groups to support the planning and execution of a successful tournament.

**Location:** Lindner Family Tennis Center  
5460 Courseview Dr., Mason, OH 45040

**Dates:** June 16 – August 18, 2025  
End date may be extended depending on site needs and intern availability.

- Qualifications**
- Demonstrated experience in delivering exceptional customer service with a commitment to client satisfaction
  - Advanced knowledge of Microsoft Office software, including Teams, with the ability to utilize various features efficiently
  - Strong oral and written communication skills, capable of conveying information clearly and effectively
  - Proven ability to work efficiently both independently and collaboratively within a team environment
  - Exceptional organizational and time management skills, with a track record of prioritizing tasks to meet deadlines
  - Excellent people skills, including professional facilitation and the ability to navigate and resolve conflicts
  - Strong attention to detail and ability to multi-task in a fast-paced environment
  - Must be a self-starter
  - Interest in sports and live events industry

- Responsibilities**
- **Relationship Building:** Cultivate and maintain positive connections with interns, volunteers and staff across all departments to foster a collaborative work environment
  - **Administrative Support:** Provide coverage and assist with various administrative and clerical tasks to ensure smooth daily operations
  - **Guest Reception:** Greet and assist guests in a professional and friendly manner, creating a welcoming atmosphere
  - **Professional Environment:** Maintain a clean and professional appearance and uphold a tidy work environment at all times
  - **Meeting Coordination:** Organize and coordinate weekly intern lunch meeting with tournament staff, ensuring effective communication and engagement

- Errand Running: Run errands as needed to support office operations and team needs
- Supply Management: Pick up supplies and office equipment, ensuring the team is well-equipped
- Other duties as assigned

**General Hours** **Prior to July 28:** Hours are generally 9 am – 5 pm, Monday – Friday, with occasional nights and weekends depending on special events or projects.  
**July 28 - August 18:** Hours will vary depending upon the day and responsibilities of the position. Overtime hours should be expected the weeks prior to and are required during the Cincinnati Open (August 5-18, 2025). Overtime hours will be determined by your supervisor.

**Compensation:** Hourly plus OT