



2025 Cincinnati Open Credentials 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 be responsible for preparing and printing credentials and assist in the management of the credential system. Approximately 7,500 are distributed for the Cincinnati Open each year.

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

Dates: TBD – August 18, 2025

Qualifications

- Strong organizational and time management skills
- Strong oral and written communication skills
- Customer service skills a must
- 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
- Willingness to do whatever it takes to run the absolute best tournament possible

Responsibilities

- Develop reports of individuals receiving credentials in prior years
- Communicate with primary contacts of vendors, sponsors and exhibitors, instructing on Cincinnati Open credentialing process
- Maintain online operations credential application system, distributing lists and applications to staff members for approval
- Import approved credential applications from volunteer and ball crew application system into the credential database
- Import all player, support team, tournament tour staff from Tennis UNO and WTA Uno into credential database
- Assist in setting up and testing credential equipment
- Help manage credential office, including documenting tasks and procedures, answering phone, assisting patrons and more
- Work with tournament departments to ensure credential requests are fulfilled during tournament
- Assist in managing meal allowance system for credentialed individuals
- Create, manage and print credentials as needed
- 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