



2025 Finance and Inventory Control 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 Cincinnati Open finance team and various volunteer groups to ensure a successful tournament.
- Location:** Lindner Family Tennis Center
5460 Courseview Dr., Mason, OH 45040
- Dates:** June 16, 2025 – August 18, 2025
Ability to extend dates if available.
- Qualifications**
- Experience and interest in finance and operations
 - Advanced knowledge of Microsoft Excel
 - Strong organizational and time management skills
 - Strong attention to detail and ability to multi-task in a fast-paced environment
 - Ability to be resourceful and problem solve in an effective and timely manner
 - Interest in sports and live events industry
- Responsibilities**
- Financial Reporting – Assist with preparing reports for food and beverage sales during the tournament, end of day sales reports and concessions, restaurant, and bar concession pricing
 - Accounting Support – Manage scanning and inventory of all invoice and finance files
 - Inventory Management – Assist in management of POS equipment, including distributions plans and locations, manage tournament merchandise/gift inventory
 - Special Projects – Main point of contact for ice stand sales and inventory and for volunteer Food and Beverage Committee
 - Administrative Work – Take detailed notes during meetings
 - 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

