



2025 Cincinnati Open Partnership Activation 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. Working closely with and reporting to the Cincinnati Open partnerships team, you will be involved with ideating and managing partner activations, managing private events for partners and developing relationships with tournament corporate partners.

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

Dates: June 2, 2025 – August 18, 2025

Qualifications

- Experience in and commitment to excellent customer service
- Experience in and passion for event management
- Understanding of corporate partners
- Strong organizational and time management skills
- Strong oral and written communication skills
- Strong attention to detail and ability to multi-task in a fast-paced environment
- Must be a self-starter and able to manage tasks and events with confidence and, at times, minimal assistance
- Ability to be resourceful and problem solve in an effective and timely manner
- Interest in sports and live events industry

Responsibilities

- Assist with partner activations and ensure benefits are executed
- Assist with creation and management of partner handbooks
- Manage private events such as VIP clinics, VIP tours and luncheons/dinners for partners
- Assist with partner signage planning, design and execution
- Manage credential lists and applications for all partners
- Assist with logistics of partner activations and areas
- Maintain good relations with and become a go-to resource for partners
- Maintain good relations and the ability to work with other interns in other departments
- Work with marketing staff to develop, execute, and seek opportunities for cross-promotional initiatives
- Manage and organize all partner shipments and inventory
- 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