



2025 Special Projects Internship Job Description

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 and report to the Cincinnati Open Project Management team.

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

Dates: June 2, 2025 – August 18, 2025

Qualifications

- 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
- Ability to be resourceful in problem solving and delivering solutions in an effective and timely manner
- Ability to remain calm under pressure
- Interest in sports and live events industry

Responsibilities

- Assist Capital Projects Director and Project Manager with projects as requested
- Organize and execute project lists
- Assist with execution of projects and setups of player and premier areas
- Assist with coordination of signage for volunteer groups and other areas as assigned
- Maintain good relations and the ability to collaborate with other interns in other departments
- Assist with tournament events from various departments
- Make recommendations to improve internship position and tournament
- 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

