



Grounds and Communications Field Service Internship (3 weeks)

Position:

Facilities and Operations Intern for Grounds & Communications

Position Overview:

This position will maintain the tournament grounds upkeep prior to the event. During the event, will assist several committees and contractors. Will respond to operational needs for our hospitality and suite areas.

The intern will gain valuable knowledge in Event Management and Facilities and Operations while also learning from industry professionals what it takes to run a world class sporting event.

Position Objectives:

To provide outstanding service and tournament facilities for our fans, players, officials, contractors, exhibitors, vendors, sponsors, volunteers and staff.

Compensation:

These positions are paid hourly at a rate of \$11.50 per hour. Paid time and a half for overtime as needed.

Position Timeline:

Internship will begin on July 28th and run through August 20th. End dates can be extended to satisfy additional academic requirements. Interns must be able to work all days during internship unless approval is granted prior to acceptance of the offer.

Working Hours:

Prior to the tournament the workday will generally begin at 9am and end at 3:30pm. The position is task driven and occasional projects may require extended hours to conclude. During the tournament a schedule will be developed based on availability to ensure that all posts are properly staffed from 7am until the end of play.

Pre-Tournament Duties:

- Assist in preparing the facility through the following projects:
 - Painting
 - Pressure washing
 - Fence repair/install
 - Weed removal
 - Windscreen and vinyl replacement
 - Preparation and maintenance of interior space
 - Inventory management

- Placement and distribution of light towers
- Maintaining high levels of cleanliness
- Contact vendors for setup of banners, audio/visual needs, tables and chairs, etc.
- Participate in walkie-talkie distribution
- Assist volunteers and chairpersons in preparing their areas for the tournaments.
- Study hospitality documents in preparation for the tournament.
 - Suite Chart
 - Tent Chart
 - Party CAD layouts for hospitality areas and special events
 - AV Request forms
 - Special Events Calendar
 - Special Events Logistics Forms
- Participate in Audio Visual equipment training

Tournament Duties:

- Coordinate planning with Sponsor Hospitality Committee, Sponsor representatives, Grounds and Communication Intern, Facilities/Operations office, and other various groups working together.
- Cater to the needs and act as a facility host to sponsors hosting corporate events.
- Work closely with tent supplier, Sponsor Hospitality Chair Persons, food caterer, electricians, air conditioning provider, audio/visual provider, etc. to ensure that all events operate seamlessly.
- Anticipate event needs and schedule accordingly.
- Assist Communications and Grounds intern with TV placements on site
- Set-up and test all AV equipment as needed for hospitalities and special events.
- Work with Logistics intern to stock hospitality areas with sponsor products and programs as needed.
- Report to Grounds and Communication full-time intern for daily instructions.
- Monitor temperatures inside tents and make changes as needed.
- Participate in completing checklists for player security and public space interns.
- Support coworkers in the cleaning of match courts each night.
- Participate in group projects as directed by Management.
- Assist volunteers and chairpersons in preparing their areas for the tournaments.
- Document the sponsor set up for special events and sponsor functions
 - Take pictures of final set-ups
- Photograph assigned areas for documentation purposes.
- Assist in the completion of quality control surveys.
- Complete a final report outlining the specifics of your duties and any support documents.
- Make recommendations to improve the position and the tournament from year to year.

Reimbursement for travel/accommodations or other funding is not available.

*Interested candidates can apply on Teamworkonline.com or send resume to the Facilities Supervisor,
Jon Sanders at: jsanders@cincytennis.com*