



2026 FACILITIES OPERATIONS 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 Operations team and will be responsible for coordinating, facilitating, and executing operations in preparation, and throughout the Cincinnati Open.

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

Dates: Early June 2026 – August 24, 2026
End date can be extended depending on intern availability.

- 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
 - Lift a minimum of 50 lbs.
 - Possess a valid and legal driver's license
 - Operate motor vehicles (training provided).
 - Spend long periods of time on your feet
 - Attend OSHA training provided by the Cincinnati Open.
 - Interest in sports and live events industry
 - Willingness to do whatever it takes to run the absolute best tournament possible

- Responsibilities**
- Assist in preparing the facility through various projects.
 - Assist in shipping and receiving process.
 - Assist In the controlling of all rental equipment.
 - Interact with the Partnership/Sponsorship team to prepare for activations.
 - Implement above plans using time management skills and maximizing resources.
 - Assist other Facility Operations interns in preparing their areas.
 - Participate in group projects as directed by Management.
 - Support assigned contractors in completion of their tournament preparations.
 - Assist volunteers and chairpersons in preparing their areas for the tournaments.
 - Attend all rental equipment operation workshops and training.
 - Establish open lines of communications with committees and vendors for simple streamlined flow of information.
 - Assist in developing and executing a plan for ecology operations and waste management disposal.
 - Assist in the setup of radio communications for staff and other parties.

Tournament Duties:

- Implement plan to control received items
- Interact with tournament administrative staff to ensure that vendor needs are met.
- Document all storage areas.
- Support musicians and entertainers as they enter, setup, teardown, and depart.
- Photograph assigned areas for documentation purposes.
- Support assigned volunteer committees and vendors
- Plan and implement the return of rental equipment
- Provide shipping information for vendors to ship their own packages.
- Assist vendors in moving equipment back to their vehicles on Finals Sunday.
- Gather surplus items from Title Sponsor's Tent / Suite and put in their storage space for later shipment.
- Gather surplus items from all other Tents / Suites, create inventory listing, and put them in secure location.
- Prepare outbound shipment for title sponsors, ATP, WTA, and major sponsors.
- Complete assigned post-tournament projects, (storerooms, equipment winterization, etc.).
- Set up and test all AV equipment as needed for hospitality and special events.
- Management and upkeep of all site furniture
- Walk all public areas daily to ensure proper presentation
- Identify areas of high risk and mitigate exposure
- Other duties as assigned.

General Hours **Prior to July 28:** Hours are generally 8am – 4pm, Monday – Friday, with occasional nights and weekends depending on special events or projects.
July 28 - August 24: 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 11-24, 2026). Overtime hours will be determined by your supervisor.

Compensation: Hourly plus OT