



2026 PARTNERSHIP ACTIVATION INTERNSHIP

Summary

Your internship will be working for one of the largest and most prestigious professional tennis tournaments in the world. You will report to 2-3 individuals in the Partnership Department. They are seeking someone who has a strong understanding of corporate partnerships, commitment to client/customer service, and a passion for event management. We have a strong focus on "unique" partnership experiences and activations and welcome all creative ideas.

Reports to:

Partnership Department

Skills Required:

- High-Level Organizational skills required
- Excellent attention to detail
- Must be able to multitask
- Experience creating presentations
- Ability to manage tasks and/or events with confidence and at times minimal assistance
- Must demonstrate ability to work well both independently and as part of a team
- Excellent oral and written communications skills
- Ability to be resourceful and problem solve in an effective and timely manner
- Experience in customer service

Duties (may assist in any or all of the following):

- Assist with partner activation and ensure that partner benefits are executed
- Assist with creation and management of partner handbooks
- Manage partner private events such as VIP clinics, VIP tours, and luncheons/dinners
- Assist with partner signage related planning, design, and execution
- Manage credential lists and applications for all partners
- Assist with the logistics of partner exhibit booths and partnered areas
- Maintain good relations and become a go-to resource for partners clients
- Maintain good relations and the ability to work with peers (i.e., other interns) in other departments (especially facilities and operations)
- Work with marketing staff to develop and execute partner promotions (social media plans, push notifications, etc.); seek opportunities for cross-promotional initiatives
- Manage and organize all partner related shipments/inventory
- Assist with other projects as needed at the request of your supervisors.