



## **Facility Operations Field Service Internship (4 weeks)**

**Dates:** July 27-August 23, 2026

**Position:**

Facility Operations Field Service Internship

**Position Overview:**

This position is responsible for preparing the site for the tournament and providing support for vendors, exhibitors, and contractors. 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, 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 27<sup>th</sup> and run through August 23<sup>rd</sup>. End dates can be extended slightly 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 may be divided into two shifts, 9am-3pm and 3pm-9pm. The position is task driven and occasional projects may require extended hours and weekends. 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. This position will be required to work both weekends of the tournament.

**Pre-Tournament Duties:**

- Assist in the shipping and receiving process.
  - Inventory all storerooms and organize accordingly
  - Prepare storerooms for deliveries.
  - Move items to proper storage locations
  - Create working relationship with UPS and FEDEX.
  - Record all items received.

- Keep accurate records of what we received, who it was shipped to and where it was stored.
  - Pre-plan the delivery of items we have received.
- Assist in the controlling of all rental equipment.
- Assist in preparing the facility through the following projects:
  - Painting
  - Pressure washing
  - Fence repair/install
  - Weed/leaf removal
  - Windscreen and vinyl replacement
  - Preparation and maintenance of interior space
  - Inventory management
  - Placement and distribution of light towers
  - Maintaining high levels of cleanliness
- Establish schedule of when each vendor will be visited, product restocked, pars maintained, etc.
- Implement above plans using time management skills and maximizing resources.
- Participate in walkie-talkie distribution
- Participate in Audio Visual equipment training
- Assist with TV distribution
- Assist other facility 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.
- Establish open lines of communications with committees and vendors for simple streamlined flow of information.

### **Tournament Duties:**

- Implement plan to control received items.
- Provide the highest quality customer service as the liaison between tournament administration and those doing business on site.
- Interface with Tournament Administration staff to ensure that vendor needs are being met.
- Document all storage areas.
- Cater to the needs and act as a facility host to sponsors hosting corporate events.
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- Support musicians and entertainers as they enter, set up, teardown, and depart.
- Complete daily log of visits to each vendor, exhibitor, and supported group.
- Assist in the completion of quality control surveys.
- 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.
- Prepare outbound shipments
- Secure all equipment and supplies.
- Walk all public areas daily to ensure proper presentation
- Document all signage on tournament grounds and parking areas

- Manage all storage areas and their cleanliness
- Assist moving ecology supplies to necessary locations
- Complete assigned post-tournament projects

*Reimbursement for travel/accommodation or other funding is not available.*