



On-Court Operations Field Service Internship (4 weeks)

Dates: July 27-August 23, 2026

Position:

Intern for On-Court Operations

Department: Facilities and Operations

Position Overview:

This position will act as the on-court liaison between Chair Umpires/Players/Tour Staff and the Facilities Office. Responsible for handling all court related issues and ensuring that each individual court is stocked and prepared in accordance with tournament guidelines. 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 27th and run through August 23rd. 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.

Team:

This position will be part of a large team of field service interns staffing all the courts. This group will report the Operations Management Supervisor overseeing all courts and match-play.

Pre-Tournament Duties:

- Assist in preparing the facility through the following projects:
 - Painting
 - Pressure washing
 - Fence repair/install
 - Landscape repair
 - Windscreen and vinyl replacement
 - Preparation and maintenance of interior space
 - Inventory management
 - Placement and distribution of light towers
 - Maintaining high levels of cleanliness
 - Minor seating and stadium repair
 - Assist other facilities interns in preparing their areas
- Learn procedures and protocols in the following areas:
 - Net assembly
 - ATP/WTB guidelines
 - Microphone operation
 - Recognition of specific players
 - Court layouts
 - Sponsor requirements
 - Court drying
 - Court washing
 - Anticipating player needs
 - Inventory management
- Participate in group projects as directed by Management.
- Assist volunteers in preparing their areas for the tournaments.

Tournament Duties:

- Knowledgeably work as part of the following teams:
 - Court runner
 - Net change team
 - Court monitor
 - Practice Court Attendant
- Prepare courts for matches each day.
- Stock courts with supplies for players, umpires, camera crews and other personnel
- Quickly solve any on court problems at the discretion of the chair umpire.
- Communicate with Operations Dispatcher to update scores, request product needs, and provide general match progression
- Act as first responder to any issues that may arise on court
- Tend to the needs of players on court
- Ensure that all on court sponsor material is appropriately placed
- Monitor on court security and notify marshals of any potential threats
- Communicate and work with chair umpire and lines people on each court
- Contribute to the changing of nets and on-court signage procedures
- Lead court drying procedure in the event of rain
- Support coworkers in the cleaning of match courts each night.
- Photograph assigned areas for documentation purposes.
- Make recommendations to improve the position and the tournament from year to year

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