



2027 Special Projects Internship

Description: The Special Projects Intern will gain hands-on experience supporting one of the most prestigious professional tennis tournaments in the world. You will work closely with the special projects to prepare signage, coordinate deliveries of furniture, work with load-in of vendors, and help plan Community Weekend.

Location: Lindner Family Tennis Center
6100 Legacy Park Way, Mason, OH 45040

Dates: June 2, 2027 – August 22, 2027

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
- Ability to be resourceful in problem solving and delivering solutions in an effective and timely manner
- Ability to remain calm under pressure
- Interest in sports and live events industry

Responsibilities

- Assist Special Project and Events team with projects as requested
- Organize and execute project punch lists for tournament site preparation
- Assist with setups of player and premium areas
- Assist with coordination of signage for partners, tours, volunteer groups, and other areas as assigned
- Aid in the organization and execution of pre-tournament Cincinnati Open Sporting Club events
- Maintain good relations with other interns and collaborate on projects as needed
- Assist Special Projects team with in-tournament events
- Make recommendations to improve internship position and tournament
- Other duties as assigned

General Hours **Prior to July 31:** Hours are generally 9 am – 5 pm, Monday – Friday, with occasional nights and weekends depending on special events or projects.
July 31 - August 22: 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 10-22, 2027). Overtime hours will be determined by your supervisor.

Compensation: Hourly plus OT