



2024 WESTERN & SOUTHERN OPEN SUMMER INTERNSHIPS

Administration/Office

Description: Rare internship opportunity to assist in running one of the world’s premier professional men’s and women’s tennis events. Each intern is given enormous responsibility which offers great preparation and experience for future endeavors.

Location: All internships will take place at the Lindner Family Tennis Center (tournament site) located in Mason, OH (5460 Courseview Dr, 45040).

Dates: Internships begin and end based on the individual needs of each position. The tournament has intern openings that begin anywhere from early to late June. Ending dates will vary, but all candidates must be able to stay through the end of the tournament, Monday, August 19th. Some positions can, if the student is available, extend into September.

Tournament Dates: Sunday, August 11 – Monday, August 19, 2024

Qualifications: Willingness, with a smile, to do whatever it takes to run the absolute best tournament possible. Strong computer and communication skills (oral and written) required. Looking for independent thinkers and problem solvers for all positions. A strong desire to lead, learn and work hard. You must be able to work through August 19 to be considered for any of these internships. Initial Interviews will be conducted using Microsoft Teams (video conference). **Final interviews can be conducted in person at the tournament site or through Teams.**

Internship Areas of Interest:

Individual internships and their durations:

Tournament Office

- Credentials (3) ----- late-June - August
- Finance / Inventory Control (2) **----- late-June – August
- Partnership Activation **----- June 17th – August
- Ticketing (2) -----June 3rd – August
- Player Support -----July 8th – August
- Special Projects (2) -----June 3rd – August
- Volunteer Management / Special Events (2) ----- June 3rd - August

**** Internships** ending dates can extend into September based on availability of student.

Each intern is required to provide a detailed wrap-up report on his/her experience with appropriate recommendations for the following year.

General Hours: Prior to July 26th

- **Tournament Office** hours are generally 9 am – 5 pm, Monday – Friday (in addition to occasional nights and weekends).

July 29th - August 19th

- Hours vary depending upon the day and responsibilities of the position. These will be determined by your supervisor.
- **Overtime hours** will be required during this timeframe.

Application Process:

This is a highly competitive internship. Be sure to represent yourself in the best possible way by submitting a cover letter, resume and providing answers to all questions. All applications will be received through TeamWork Online. **Application Deadline – November 3rd.**

All initial interviews will be conducted through Microsoft Teams video application. Final interviews can be conducted in person at the Tournament site in Mason, OH or via Microsoft Teams.

To apply on TeamWork Online: [CLICK HERE TWOL](#)

Compensation: Hourly plus OT

Additional Information: For detailed job descriptions for each position [CLICK HERE](#) or visit the tournament website www.wsopen.com and select **GET INVOLVED** tab. To apply