

Field Service Job Description

Position:

Facilities and Operations Intern for Public Space.

Position Overview

This position is responsible for preparing and maintaining the public space inside and outside of the site for the tournament.

Position Objectives:

To provide outstanding service and tournament facilities for our fans, players, officials, contractors, exhibitors, vendors, sponsors, volunteers and staff.

Position Timeline:

Internship will begin on July 17th and run through August 20th. Start and 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 will generally begin at 9am and end at 5pm. The position is task driven and occasional projects may require extended hours to conclude. 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.

Pre-Tournament Duties:

- Assist in preparing the facility through the following projects:
 - Weed/leaf removal
 - Pressure washing
 - Painting parking lines
 - Control of rental equipment
 - Painting exterior of stadiums
 - Preparation and maintenance of public space
 - Inventory management
 - Placement and distribution of light towers
 - Maintaining high levels of cleanliness
 - Minor seating and stadium repair
 - Preparation of interior and exterior spaces
 - Assist other facilities interns in preparing their areas
 - Assembling sponsor furniture upon arrival
 - Create a weather contingency plan
- Participate in group projects as directed by Management.

- Assist volunteers and chairpersons in preparing their areas for the tournaments.

Tournament Duties

- Management and upkeep of all sponsor furniture
- Walk all public areas daily to ensure proper presentation
- Spot check all areas for safety/ and or security concerns
 - Assist Public Space intern with implementing “secret shopper” plans to test security systems.
 - Complete cleanliness checklists in all areas
 - Inspect exterior gates and fence line for looking for security breaches
 - Scan for trip hazards near gates and densely populated areas
 - Identify areas of high risk and mitigate exposure
- Document all signage on tournament grounds and parking areas
- Assist Logistics Interns with deliveries if needed
- Assist Ushers with chain repair and placement of handicap seating areas
- Manage all storage areas and their cleanliness
- Assist with towel delivery and pickup
- Escort TV broadcasters to broadcast booth and back via elevator
- Assist marketing and sponsorship department with daily events set-up as needed
- Support coworkers in the cleaning of match courts each night as needed
- Assemble a comprehensive picture inventory including all details of all parts of the tournament site

Post Tournament Duties

- Make recommendations to improve the position and the tournament from year to year

This is an unpaid internship designed for course credit and/or to build experience for candidates as they assist in assembling one of the finest tennis events in the world. Reimbursement for travel/accommodations or other funding is not available.

Interested candidates please apply on Teamworkonline.com. For additional information or questions concerning the position please contact the Assistant Facility Manager,

*Christian Flory at:
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