



## 2019 COMMUNICATIONS & DESIGN INTERN

Job Description

### **Position:**

Communications and Design Intern / Marketing Specialist

### **Reports to:**

Director of Marketing & Communications

### **Skills Required:**

Seeking strong writer

Must have skills in graphic design and good graphic aesthetics

Must have working experience with Adobe Photoshop, Adobe Illustrator, and Adobe InDesign

Organizational skills needed

Strong social media design aesthetics & skills

Must be able to multitask

Must be familiar with cutting-edge social media and tech

### **Summary**

Your internship will be a Spring/Summer tour de force working for one of the largest and most prestigious professional tennis tournaments in the world. You will directly report to a forward-thinking, open-minded director of marketing who's willing to hear and consider any good idea. We have a strong focus on fan engagement and adopting new technologies. We look forward to seeing your applications.

### **Duties (May assist in any or all of the following):**

- Manage updates and content creation for the tournament website, including some elements of design
- Assist with sponsor activation and ensure that sponsor benefits are executed
- Prepare articles and other written materials for tournament website and publications
- Assist in the maintenance of the tournament's robust social media following – create content and communications for Facebook, Instagram, Twitter and YouTube audiences
- Assist with the production of tournament events such as: the summer lead-up events, press conferences, open houses, media shoots, and more.
- Manage tournament publications such as the official program and the drawsheet
- Create and distribute tournament emails & newsletters.
- Assist with tournament advertising as needed
- Assist with other projects as needed at the request of your supervisor.