



## **2019 Partnership Activation & Special Events Intern**

### **Job Description**

**Position:**

Partnership Activation & Special Events Intern

**Reports to:**

Sponsorship Department

**Skills Required:**

High-Level Organizational skills needed

Must be able to multitask

Ability to manage/work in a highly stressful environment

Ability to manage tasks and/or events with confidence and at times minimal assistance

Must demonstrate ability to work well both independently and as part of a team

Excellent oral and written communications skills

Ability to be resourceful and problem solve in an effective and timely manner

**Summary**

Your internship will be working for one of the largest and most prestigious professional tennis tournaments in the world. You will report to three (3) individuals in the Sponsorship Department. They are seeking someone who has a strong understanding of corporate partnerships, commitment to client/customer service, and a passion for event management. We have a strong focus on “unique” sponsorship experiences and activations and welcome any and all creative ideas.

**Duties (May assist in any or all of the following and not limited to just):**

- Assist with sponsor activation and ensure that sponsor benefits are executed
- Manage sponsor private events such as VIP clinics, VIP tours, and luncheons/dinners
- Assist with sponsor activation within Kids Day, High School Day and other platforms
- Assist with the set-up of sponsor exhibit booths and sponsored areas
- Assist with the management of corporate suites and hospitality tents
- Maintain good relations and become a go-to resource for sponsors, hospitality tent and suite holders
- Maintain good relations and the ability to work with peers (i.e. Other interns) in other departments (most importantly field service)
- Manage photo files that will be used for proof of activation in sponsor recaps and for sales materials for the following year
- Work with marketing staff to develop and execute partner promotions; seek opportunities for cross-promotional initiatives
- Assist with other projects as needed at the request of your supervisors.