



2022 Partnership Activation & Special Events Interns

Job Description

Positions:

Partnership Activation & Special Events Intern

Reports to:

Sponsorship Department

Skills Required:

High-Level Organizational skills needed

Excellent attention to detail

Must be able to multitask

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 2-3 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 all creative ideas.

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

- Assist with sponsor activation and ensure that sponsor benefits are executed
- Assist with creation and management of sponsor and hospitality handbooks
- Manage sponsor private events such as VIP clinics, VIP tours, and luncheons/dinners
- Assist with sponsor signage related planning, design, and execution
- Manage credential lists and applications for all sponsors
- Assist with the set-up of sponsor exhibit booths and sponsored areas
- Maintain good relations and become a go-to resource for sponsors and hospitality clients
- Maintain good relations and the ability to work with peers (i.e., other interns) in other departments (especially facilities and operations)
- 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.