



Hospitality / Promotions Coordinator

Hospitality

- Oversee all aspects of the Hospitality Tent including: décor and presentation to the VIP guests and Hospitality Tent pass holders, manage the volunteers who are assigned, act as the liaison to the caterers, make sure guests are enjoying themselves, re-stock drinks, water, beer, etc.
- Assist with set-up of Hospitality Tent including decorations and coordinating product delivery for the Hospitality Tent
- Manage and oversee the “Beer Garden” and the VIP Deck, making sure that the presentation and overall flow is optimal for the enjoyment of VIP
- Assist with other match day set-up as necessary, including: distribution of flowers, presentation of booth row, general look and feel of the stadium, etc.

Promotions

- Distribute flyers/publicity to tennis clubs, malls, storefronts, etc. (early June)
- Assist with coordination of all pre match entertainment, including: clowns, moon bounce, performers, poker, kids games, etc.
- Assist with creation and coordination of all on-court promotions, including: in between sets, halftime, entertainment, presentations, National Anthem singers, etc.
- Assist in coordination of key marketing opportunities, including: Kidcaster, Clinics, Media Day, Phillies games, 76ers games, and other promotional events
- Assist with taking ticket orders over the phone (June/ July)
- Post-season breakdown – assist in breakdown of the stadium and office for the first three/four days after the season has ended