



Public Relations / Office Manager Internship

Public Relations

On site liaison to all Media
Prepare information and set up Media/Press room on match days
Report scores from each match to local and national media
Collect newspaper clippings from the season

Office Administration

Maintain daily administrative office duties
Maintain inventory of office supplies
Keep office clean and orderly
Assist with taking and filling ticket orders (May-July) for PH and DE (out of the PH office)
Assist with On-Site Ticket Tents from (all PH matches and select DE matches)
Assist with all facets of ticket promotion and sales

Other obligations include but are not limited to:

Stadium set and breakdown
Daily support for on-site court and room needs
Match day on-court set up and breakdown

Please allow flexibility regarding the job description as we are all a team and will work together to achieve our goals.