



Operations Internship

Preseason

- Conduct inventory of operational material – supplies, walkie-talkies, etc.
- Assist in the original set-up of the stadium – help to hang all banners, flags, etc.
- On site liaison with operation vendors – bleachers, tent company, etc.

Season / Match Day

- Stadium preparation - assist with all match day operational details of on-court set up and breakdown, including but not limited to:
 - stock/ice coolers
 - set up all on-court chairs
 - DJ/PA announcer table set up and coordination services
 - American Flag for National Anthem
 - scoreboard numbers, names
 - booth set up/breakdown
 - towels, bananas
 - Gatorade cups and coolers
 - sweep/clean court
- Assist with pre match promotions/entertainment
- Assist with special tennis events/ groups as appropriate
- Assist with post match cleanup
- Maintain the cleanliness of site, including but not limited to: trash pick up, water flowers, adjust banners, flags, etc if needed

Post-season

- Post-season breakdown – assist in breakdown of the stadium and oversee cleanup for the first three/four days after the season has ended.