

**POSITION:**

Sponsorship Intern – Summer 2020

**CONTACT:**

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**OVERVIEW:**

The Sponsorship Intern is responsible for assisting the Sponsorship Manager with the management of hospitality, sponsorship activation and client services for the 2020 Hall of Fame Open, an ATP 250 event. The tournament, which is held Sunday July 12 – Sunday July 19 in Newport, RI, has over 20 clients engaged in sponsorship and hospitality. The internship will be from end of May till end of July.

**ABOUT THE HALL OF FAME OPEN:**

Just after Wimbledon each year, top ATP World Tour pros head to Newport to compete in the Hall of Fame Open, the first stop of the summer swing for pro tennis in the U.S. The tournament is contested on the historic grass tennis courts of the International Tennis Hall of Fame, which has hosted all the great legends of the sport since 1881, when it was the site of the first U.S. Nationals Lawn Tennis Championships, now known as the US Open. Today, the Hall of Fame Open is the only ATP Tour event played on grass courts outside of Europe, and it offers the only opportunity to see pro tennis in the Northeast prior to the US Open. New for 2020, the Hall of Fame Open kicks off the US Open Series, a group of eight WTA and ATP events hosted across the U.S. in the summer months and leading up to the US Open. In addition, a highlight of the week will be the International Tennis Hall of Fame Class of 2020 Enshrinement Ceremony on July 18.

**RESPONSIBILITIES:**

- Assist with communication with corporate sponsors and clients before and during Hall of Fame Open
- Assist with tracking of contracts, sponsor information, and deliverables
- Assist with coordination of sponsor ticket and credential fulfillment
- Assist with the execution of sponsorship activations during tournament week
- Coordinate sponsor and vendor load-in/load-out for tournament
- Assist with other tournament-related duties as assigned

**SKILLS / QUALIFICATIONS:**

- Ability to work in a team environment
- Possess excellent oral and written communication skills and ability to communicate with staff, volunteers, corporate clients, and general public
- Must take initiative, operate proactively, and think independently in project management and problem solving
- Capacity to work on several projects simultaneously
- Remain detail oriented, especially under pressure
- Ability to stand for lengthy periods and to lift/move boxes of supplies weighing 20 pounds or more

**TIME COMMITMENT:**

The internship is from the end of the spring semester (just after Memorial Day) through July 31. Start dates are flexible. Interns must be prepared to work from Saturday, July 11 – Sunday July 19 every day and into the evenings. Prior to July 11, hours may be flexible ranging from 30-40 hours per week. After the tournament, interns can expect flexible hours.

**COMPENSATION:**

**This is an unpaid internship.** Candidates should be local to RI or be willing to relocate at their own expense.

**ADDITIONAL PERKS:**

- Keep all promotional clothing from ITHF Sponsor
- Tickets to ATP Event at the Hall of Fame
- Hands-on and resume-building experience.

**APPLICATION REQUIREMENTS:**

- Résumé and cover letter
- Names and contact information of two references (one academic, one professional)

**APPLICATION DEADLINE:**

Applications due by March 31, 2020 . Interviews will be in March and April.

**ABOUT THE INTERNATIONAL TENNIS HALL OF FAME:***Our Mission*

The International Tennis Hall of Fame preserves and promotes the history of tennis and celebrates its champions, thereby serving as a vital partner in the growth of tennis globally. The ITHF is a non-profit organization located in Newport, Rhode Island. It is a dynamic organization comprised of diverse business operations to support that overall mission.

- The Museum at the ITHF chronicles the history of tennis and the stories of its greatest champions through an extraordinary collection and interactive exhibits. The museum is a Smithsonian Affiliate and an accredited institution by the American Alliance of Museums.
- Annually in July, the Hall of Fame hosts the Hall of Fame Open, an ATP World Tour 250 event that is part of the US Open Series.
- The Hall of Fame Tennis Club is a year-round tennis facility offering junior and adult programming on three surfaces – grass, hard courts, and clay.
- The ITHF is the official Hall of Fame for tennis globally and is responsible for presenting the sport's greatest champions with tennis' ultimate honor, the Hall of Fame induction. Just over 250 individuals from 26 nations have received this honor throughout tennis history. The annual Induction Ceremony is hosted in July.
- As a non-profit organization, the ITHF is active in development outreach and philanthropic programs including youth tennis programming through our National Junior Tennis & Learning chapter, TeamFAME, and careful preservation of our National Historic Landmark property.
- The ITHF is an engaged partner in the global tennis industry and is committed to celebrating the sport's greatest champions and promoting tennis history through strategic programming around the world.

**International Tennis Hall of Fame, 194 Bellevue Avenue, Newport, RI 02840**

**[tennisfame.com](http://tennisfame.com)**

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