

**POSITION:**

Events Management Intern – Summer 2021

CONTACT:

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OVERVIEW:

The focus of this internship is to aid in the overall success of events in person and virtual during the ITHF's Summer season. This includes Enshrinement Weekend (July 16-18), Legends Ball, (September 11) and the virtual hybrid events that will be held in conjunction with the in person offerings. This position will work on all event logistics including: Welcome Dinner, Brooks Brothers Brunch with Legends, Induction Ceremony Cocktail Reception, virtual fan event set up, Legends Ball in person and virtual preparation.

RESPONSIBILITIES:

- Coordinate mailings and the circulation of event information
- Manage the distribution of Hall of Fame Weekend Packages to VIP guests
- Provide support with RSVP tracking in Excel and our online database
- Assist with accommodations for our weekend guests: booking hotel rooms, transportation/travel, etc.
- Assist with preparation for Legends Ball events online and in person.
- Required to work all weekend events from start to finish
- Any other duties as otherwise assigned

SKILLS / QUALIFICATIONS:

- Positive attitude and team-player work ethic
- Strong computer skills. Proficient in Microsoft Word and Excel
- Knowledgeable in Photoshop, Illustrator, Publisher, and/or Power Point a plus
- Excellent communication skills. Position requires telephone and in-person communication with event attendees and donors.
- Willingness and ability to travel and work extra hours as required
- A results-oriented individual who demonstrates the ability to work well with people
- Ability to multi-task and establish priorities
- Excellent online research skills

TIME COMMITMENT:

The internship is from mid-May to August. Start dates are flexible. Applicants must be prepared to work a minimum of 20 hours per week Monday through Friday. Applicants must be prepared to work during the tournament from July 12 – July 18 every day and into the evenings.

COMPENSATION:

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

APPLICATION REQUIREMENTS:

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

APPLICATION DEADLINE:

Applications due by April 2, 2021

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.

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