

Evert Tennis Academy

Social & Digital Media

Summer 2019 Internship



Evert Tennis Academy Background: Evert Tennis Academy is a world-class tennis program that employs cutting edge training methods in a highly focused, personalized tennis-training environment. IMG Academy is one of our long-term partners. Location: Boca Raton, Florida. (30 minutes north of Fort Lauderdale and an hour north of Miami.)

Evert Tennis Academy is accepting applications from students who are interested in demonstrating their skills and gaining Social & Digital Media experience for an internship available for Summer 2019 (May 31st, 2019 - August 16th, 2019). Please submit cover letter and resume to Edmee Morin-Kougoucheff, Director of Sales and Marketing, by e-mail edmee.morin@evertacademy.com (Subject line: ETA Summer Intern '19). **Deadline is March 15, 2019.**

Sales/Marketing Department:

- Oversee Social Media Platforms
 - Facebook, Twitter, Instagram, Snapchat, LinkedIn
 - Take Pictures with Phone or Company Camera (HDR)
 - Create Short and Promotional Videos (iMovie or Windows Movie Maker)
 - Utilize Adobe InDesign/Photoshop to Create Photos for Social Media
 - Design and Create Weekly Newsletter for Website/Social Media
- Oversee Video Evaluations using Dartfish with the Video Coordinator
- Monday Morning Camp Check-in
 - Greet Students and Parents
 - Help at Front Desk or Check In as needed (depending on the week)
 - Explain the schedule for day/week
 - Hand out t-shirts
 - Answer other program questions
- Friday Morning Activity Time
 - Create Weekly Trivia Game
- Input Data into Excel Spreadsheets
- Work closely with Director of Sales, Academy Director, Pro-Shop Manager and Sales Associates on various projects

Front Desk Operations:

- Work closely Pro-Shop Manager/Sales Associate
 - Stock Pro Shop/Fill Drink Coolers (two to three times a day)
 - Answer Phone and Direct Calls Appropriately
 - Assist Customers with Pro Shop purchases
 - Recording Racquet Stringing

Required Qualifications:

- Background in Sport or Tennis Knowledge (played high school or collegiate sports)
- Bachelor Degree or working towards a Bachelor/Master Degree in Sport Management, Sport Marketing, Business, Marketing
- Proficient in
 - Social Media
 - Word & Excel
 - Adobe Applications
 - Video Making Software (iMovie or Windows Movie Maker)

Preferred Qualifications:

- Experience with Adobe InDesign/Photoshop
- Speaks another Language

Daily Schedule:

- Monday to Friday, 8:00AM-12:30PM, 1:30PM-5:00PM (may vary)
- Total Hours = 35 to 40 Hours
- Compensation \$10/hour