



**INTERN – EVENTS  
(Events Department)**

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- Positions Available:** One (1) position – May 1<sup>st</sup> to August 29<sup>th</sup>, 2014
- Compensation:** Performance based honorarium awarded at end of internship term
- Location:** Richmond Hill, ON
- Reports to:** Manager, Events

The Events Intern for the Events Department will be responsible for assisting the Manager, Events in planning, organizing and executing all logistics for the event and ancillary events, as well as game day operations for each match/tournament in the 2014 Events Calendar.

Please note that this position will require you to work various evenings and weekends throughout the term of the internship, and you will work longer hours leading up to and on event days. Some of the tasks will be administrative in nature, while other tasks will be operational and require you to travel off site (such as to a rugby pitch).

**Responsibilities and Tasks may include, but are not limited to:**

***Event Services***

- Manage the planning and coordinating of the Fan Zone at each match
- Source and manage event equipment and signage
- Assist with creation and execution of a volunteer recruitment and training program
- Prepare volunteer packages
- Assist in the preparation and delivery of promotional initiatives
- Sourcing out various vendors/suppliers
- Assist with planning and execution of legacy events, fundraising events and other ancillary events, as required.

***Team & Delegate Services***

- Liaise with the team managers on their team's needs
- Coordinate transportation and travel for teams, officials, delegates, staff and VIPs, as required
- Prepare and ship team kit and equipment, as required
- Assist with coordinating training facilities and equipment (i.e. practice fields, gyms, pools, etc.)
- Create and manage the master event week calendar/schedule (teams, staff, ancillary events, development clinics, etc.)

***Game Day Operations***

- Venue set up and tear down

- Dress the field and surrounding areas – signage, scoreboards, flags, tents, tables, etc.
- Manage all volunteers (orientation, job assignment, game day monitoring, recognition)
- Assist with the management of all pre/post game and half time activations
- Assist with preparation and set up of the post event functions (awards presentations, banquet, reception, etc.)
- Assist with teams’ needs, ensuring teams are where they need to be at all times.
- Assist with timing management to keep all activities and the game(s) on schedule according to the event run sheet.

***Ticketing***

- Assist with Ticket Promotions and Strategy
- Assist with Ticket Sales and Distribution
- Assist with VIP Sales and Distribution
- Manage Game Day Accreditation (creation, distribution)

***Administration***

- Complete an event wrap up report outlining “the good, the bad and the ugly”; suggest possible ways for improvement.
- Re-inventory any merchandise, signage and equipment as required
- Prepare shipments via Canada Post and/or FedEx
- Conduct research
- Fax, file and copy

**All other duties as required**

**All applicants should have a valid driver’s license. Access to a vehicle on a daily basis is considered a valuable asset, but not a requirement.**

**To Apply**

Please send your resume and cover letter not later than **March 7<sup>th</sup>, 2014** to:

**Human Resources**

**Email:** [humanresources@rugbycanada.ca](mailto:humanresources@rugbycanada.ca)

**Fax:** 905 707 9707

**SUBJECT:       Events Intern Application**