



**INTERN – BUSINESS DEVELOPMENT & VIP HOSPITALITY
(Events Department)**

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

The Business Development & VIP Hospitality Intern for the Events Department will primarily be responsible for planning and logistics for fundraising events and liaise with sponsors and VIP guests to ensure that deliverables are being managed properly and fulfilled as agreed upon.

Please note that this position may require you to work various evenings and weekends throughout the term of the internship. Some of the tasks will be administrative in nature, while other tasks will be operational and require you to travel off site (such as an event venue or to pick up gift in kind items, etc.).

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

- Event planning and logistics for the Canada vs. Scotland Dinner
- Guest tracking and follow-up prior to Fundraisers and Events
- Ensure a communications plan is set and being followed
- Source Gift in Kind and other fundraising items
- Event Administrative Support, including...
 - Track expenses against the event budget
 - Accounts Payable and Receivable for the event
 - Prepare and send any necessary thank you letters
 - Prepare shipments via Canada Post and/or FedEx
 - Research, fax, file and copy
- Reaching out to VIP guests to invite them to our home internationals
- Track VIP guest responses
- Ensure match tickets and parking passes (if applicable) are provided to VIP guests
- Assist with sponsorship servicing
- Assist the marketing and promotions team
- Assist with the Rugby Canada alumni program for match tickets
- Complete an event wrap up report outlining “the good, the bad and the ugly”; suggest ways for improvement.
- 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 7th, 2014** to:

Human Resources

Email: humanresources@rugbycanada.ca

Fax: 905 707 9707

SUBJECT: Business Development Intern Application