



**INTERN – CORPORATE PARTNERSHIPS & PROMOTIONS
(Commercial Department)**

- Positions Available:** **One (1) position – May 1st to August 29th, 2014**
- Compensation:** **Performance based honorarium awarded at end of internship term**
- Location:** **Richmond Hill, ON**
- Reports to:** **Manager, Revenue Generation & Coordinator, Promotions & Branding**

Please note that this position is for a seasonal internship only and is based from the Richmond Hill office of Rugby Canada. The appointed individual must be able to display an ability to work during periods of extended hours including evenings and weekends.

Some of the tasks assigned to the appointed individual will be administrative in nature and will need to be completed in the office, while other tasks may require travel off site.

The continuation and growth of Corporate Partnerships is a vital requirement to support the operation and visibility of Rugby Canada and thus, its success. Working with the Manager, Revenue Generation, new and renewed corporate partnerships will result from successful planning and commercialization of all of Rugby Canada's various initiatives. This position will support the promotions and branding initiatives led by the Coordinator, Promotions & Branding.

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

Reporting to and working with the Manager, Revenue Generation the appointed intern will:

- Provide sponsor deliverables work sheets,
- Assist with the delivery and fulfillment of contracts of existing sponsors and partners,
- Identify and propose renewal terms to expired sponsor contracts,
- Produce match day rights schedules for sponsors,
- Produce post event sponsor reports,
- Provide a summary of sponsors exposure through Rugby Canada social media,
- Provide ad-hoc sponsor request assistance,
- Support Manager, Commercial Partnerships and Revenue Generation as required.

Reporting to and working with the Coordinator, Promotions & Branding the appointed intern will:

RUGBY CANADA

Toronto Office / Bureau de Toronto
30 Rue East Beaver Creek Road, Suite 110
Richmond Hill, ON CANADA L4B 1J2
Tel / Tél : 905 707 8998
Fax / Téléc : 905 707 9707

Victoria Office / Bureau de Victoria
3024 Rue Glen Lake Road
Langford, BC CANADA V9B 4B4
Tel / Tél : 250 418 8998
Fax / Téléc : 250 386 3810

rugbycanada.ca
info@rugbycanada.ca



Event Communications & Promotions

- Assist in the preparation and delivery of various marketing materials and initiatives
- Securing quotes and making recommendations for media buys and promotions
- Assist with social media campaigns (Twitter, Facebook, Pinterest, Instagram, etc.)
- Research and information generation in regards to media, events, email lists, analytics and other various areas within Communications and Promotion
- Assist with volunteer management
- Help find PR opportunities for our National Team
- Assist with set up and execute any pre/post game and half time activations (i.e. kick for cash)
- Prepare shipments via Canada Post and/or FedEx
- Conduct research 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: Corporate Partnerships & Promotions Intern Application

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