



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

- Positions Available:** **One (1) position – January 6th to April 30th, 2014**
- Compensation:** **Performance based honorarium awarded at end of internship term**
- Location:** **Richmond Hill, ON**
- Reports to:** **Manager, Commercial Partnerships & Revenue Generation**

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, Corporate Partnerships & Revenue Generation, new and renewed corporate partnerships will result from successful planning and commercialization of all of Rugby Canada's various initiatives.

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

Reporting to and working with the Manager, Corporate Partnerships and 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.

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.

RUGBY CANADA

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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



To Apply

Please send your resume and cover letter not later than **November 8th, 2013** to:

Human Resources

Email: humanresources@rugbycanada.ca

Fax: 905 707 9707

SUBJECT: Corporate Partnerships Intern Application

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