



**INTERN – EVENTS  
(Events Department)**

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- Positions Available:** One (1) position – September 2<sup>nd</sup> to December 19<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 will be provided with an opportunity to be mentored by and learn from the Manager, Events in planning, organizing and executing all logistics for major domestic events, as well as game day operations for each match/tournament in the 2014 Events Calendar. The Events Intern will also have the opportunity to learn from other Commercial Department staff through exposure to various other projects and tasks.

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).

**Learning outcomes may include, but are not limited to:**

***Event Services***

- Assist in managing 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
- 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
- Assist in coordinating transportation and travel for teams, officials, delegates, staff and VIPs, as required
- Support the preparation of event materials and shipments for major event hosting
- Assist with coordinating training facilities and equipment (i.e. practice fields, gyms, pools, etc.)
- Support the creation of 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.

## **GUIDELINES FOR APPLICANTS**

### ***Position Details***

- The position will offer professional development for an individual seeking a career in the sport management or event planning and management domain.
- There will be times when the role may include opportunities to travel for additional learning experiences.
- This is definitely not a “nine to five” role. As noted above, evening and weekend expectations will arise but there is an opportunity for flexibility in the time demands of the position to coincide with academic requirements and / or other regular commitments.
- There will be times when additional experience in other departments may be earned as some other staff may call all upon the appointed person to support other duties as required.

### ***Selection Criteria***

- Due to the nature of the position dealing specifically with the demands of Rugby planning and event management, some knowledge of the sport is considered a valuable asset.

- Demonstrated evidence of an ability to work independently without supervision but in accordance with documented policy and procedure guidelines.
- A record of working as a team member, as well as a history of performing in situations that require self-leadership and initiative.
- Computer literacy especially with spreadsheets, word processing and power point presentations and the ability to operate other software programs as necessary.
- Displays excellent time management and workplace co-operation skills.

**To be considered for this position, all applicants must be currently enrolled in a degree / diploma program in a relevant field of study at a university / college institution or vocational school during the term of the internship.**

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 **July 30<sup>th</sup>, 2014** to:

**Human Resources**

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

**Fax:** 905 707 9707

**SUBJECT:       Events Intern Application**