



**INTERN, NATIONAL PROGRAM COMMUNICATIONS  
(Commercial Department)**

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- Positions Available:**     **One (1) position – January 6<sup>th</sup> to April 30<sup>th</sup>, 2014**  
(Start and end dates are flexible)
- Compensation:**           **Performance based honorarium awarded at end of internship term**
- Location:**                 **Canadian Rugby Centre of Excellence – Langford, British Columbia**
- Reports to:**               **Coordinator, National Program Communications**

The National Program Communications Intern for Rugby Canada’s Communications Department will be responsible for assisting the Coordinator, National Program Communications in planning, organizing and executing organizational and event communications and promotions related to Canada’s Men’s and Women’s National Teams. The position will include media archiving and organization, liaising with internal and external media representatives in a communications capacity, supporting event communications and management as required and some production of written, video and social media content.

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 tasks will be administrative in nature. 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 Communications & Promotions***

- Assisting in developing communications and marketing plans for each event
- Writing content for Rugby Canada’s website
- Assisting in the preparation and delivery of various marketing materials and initiatives
- Coordinating and assisting with the creation of event programs and other promotional materials (i.e. posters, email blasts, etc.)
- Assisting with social media campaigns; planning and writing (Twitter, Facebook, Instagram, etc.)
- Research and information generation: media, events, email lists, analytics, etc.
- Archiving and organization of Rugby Canada media

***Media Services***

- Archiving, digitizing and distributing media internally and externally
- Shooting, editing and uploading video highlights and replays
- Prepare media packages

- Send all event related media releases to appropriate media contacts
- Coordinate media and photographer accreditation
- Manage photographer event registration
- Arrange food and beverages for media personnel on game/event days
- Manage media sign-ins and area(s) on game day
- Social media and web analytics

***Game Day Roles/Fan Experience***

- Assist with media management
- Assist internal and external media, communications and broadcast teams
- Assist with event social media and streaming
- Assist with set up and execution of pre/post game and half time activations (i.e. kick for cash)

***Other duties as required***

**Necessary Skills for all Applicants may include, but are not limited to:**

- Understanding of sports, sports media and rugby considered a valuable asset
- Strong written skills with attention to detail
- Video shooting, editing and archiving abilities
- Strong knowledge of social media sites Facebook, Twitter, Instagram etc.
- Basic website upkeep and maintenance
- Strong desire to learn
- Ability to work effectively under tight deadlines
- Strong work ethic

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

**To Apply**

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

**Human Resources**

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

**Fax:** 905 707 9707

**SUBJECT: National Program Communications Intern Application**