



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

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- Positions Available:** One (1) position – January 5<sup>th</sup> to April 30<sup>th</sup>, 2015
- 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 will be provided with an opportunity to be mentored by and learn from the Manager, Business Development in planning and logistics management for fundraising events. Additionally, the Intern will gain experience in liaising with sponsors and VIP guests to ensure that deliverables are being managed properly and fulfilled under the guidance of the Manager, Business Development.

Please note that this position may require flexible availability to meet the needs of activities taking place during some evenings and weekends throughout the term of the internship. Some of the tasks will be focused on providing a professional learning experience in sport administration, while other tasks will be operational and require you to accompany staff and travel off site (such as to a rugby venue).

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

- Assist with event planning and logistics for various domestic and fundraising events
- Assist in the process of guest tracking and follow-up prior to fundraisers and events
- Assist in ensuring a communications plan is set and being followed
- Source Gift in Kind and other fundraising items, under the guidance of the Manager
- Assist with event administrative support, including:
  - Tracking expenses against the event budget
  - Monitoring accounts payable and receivable for the event
  - Preparing and distributing any necessary thank you letters
- Reaching out to VIP guests to invite them to our home internationals
- Assist in tracking VIP guest responses for fundraisers
- Assist in ensuring match tickets and parking passes (if applicable) are provided to VIP guests
- Assist with sponsorship servicing as required
- Assist the marketing and promotions team on various commercial activities
- Assist with the Rugby Canada alumni program for match tickets
- Support the completion of an event wrap up report outlining “the good, the bad and the ugly”; suggest ways for improvement.

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 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 event planning and management, some knowledge of event management 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 **November 7<sup>th</sup>, 2014** to:

**Human Resources**

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

**Fax:** 905 707 9707

**SUBJECT:        Business Development Intern Application**