



**INTERN – MERCHANDISING & MARKETING  
(Merchandise Department)**

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- Position Available:** One (1) position – August 31<sup>st</sup> to December 18<sup>th</sup>, 2015
- Compensation:** Performance based honorarium awarded at end of internship term
- Location:** Richmond Hill, ON
- Reports to:** Director, Marketing, Communications & Merchandising

The Merchandising & Marketing Intern will be provided with an opportunity to be mentored by and learn from the Director, Marketing Communications & Merchandising in delivering programs integral to the organization's revenue generation – merchandise sales, retail management for online and event sales, and marketing services. The Merchandising & Marketing 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 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:**

***National Team Kit & Equipment***

- Assist in the organization of inventory with respect to allocated team kit and equipment and the processing and distribution of that kit & equipment.
- Assist in the preparation (pick and pack) and delivery of all kit orders for National Team Programs as required.
- Liaise with the National Team Managers and Manager of Merchandise & Equipment for timely order placement and submission of kit and equipment needs for all active teams.

***Merchandise Event Sales***

- Assist in maintaining a successful online and retail sales department.
- Assist in the ordering and receipt of all retail products from suppliers, to be sold on the online store and at Rugby Canada events.
- Ensure timely preparation (pick and pack) and delivery of all Rugby Canada Online Store purchases

***Marketing Services***

- Assist with the development, and coordinate production, of various advertising and promotional materials for Rugby Canada marketing programs, events, and initiatives.

- Assist with the coordination of ongoing updates to the Rugby Canada website with information related to Rugby Canada marketing programs and events.
- Assist with ongoing distribution and fulfillment of marketing materials for key Rugby Canada programs.
- Assist with the planning for an overall update of the Rugby Canada website.

## **GUIDELINES FOR APPLICANTS**

### ***Position Details***

- The position will offer professional development for an individual seeking a career in the sport marketing, merchandising and / or retail 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 merchandise / retail, some knowledge of the sport and/or retail 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 10<sup>th</sup>, 2015 to:

#### **Human Resources**

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

**Fax:** 905 707 9707

**SUBJECT:** Merchandising & Marketing Intern Application