



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

- Positions Available:** One (1) position – May 4th to August 28th, 2015
- 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
- Strong understanding of Canadian and World rugby is considered a valuable asset
- 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

GUIDELINES FOR APPLICANTS

Position Details

- The position will offer professional development for an individual seeking a career in the communications / media, sport management or public relations 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.

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Selection Criteria

- Due to the nature of the position dealing specifically with the demands of Rugby communications and media, 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 and it is advised to have a current passport. 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 **February 13th, 2015** to:

Human Resources

Email: tsilverthorn@rugbycanada.ca

Fax: 250 386 3810

SUBJECT: National Program Communications Intern Application