



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

- Positions Available:** **One (1) position – May 1st to August 31st, 2018**
(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 or
Richmond Hill, Ontario (Depending on applicant)**
- Reports to:** **Manager, Media Relations and Communications**

The National Program Communications Intern for Rugby Canada’s Communications Department will be responsible for assisting the Manager, Media Relations and 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 video and photo content creation, media archiving and organization, liaising with internal and external media representatives in a communications capacity and supporting event communications and management as required.

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
- Producing written, photo, video and other content for Rugby Canada’s website and social media pages
- 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, interviews and replays

- Prepare media packages
- 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

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 no later than April 12th to:

Human Resources

Email: humanresources@rugby.ca

Fax: 905 707 9707

SUBJECT: National Program Communications Intern Application