



Who we are

The future is bright for tennis in Canada, and you will be right in the middle of it all at Tennis Canada! A national sport organization with a mission to lead the growth of tennis in Canada and a vision to become a world-leading tennis nation, Tennis Canada seeks to grow participation across Canada and develop champions on the international stage. Tennis Canada also owns and operates the Rogers Cup presented by National Bank tournaments in Toronto and Montreal, two of the best-run sporting events in the world which annually bring the globe's best tennis players to Canada. In recent years, Canadian tennis has seen historic achievements, with players reaching Grand Slam finals and record high world rankings, and participation and interest on the rise. Join us as we look to build on this exciting momentum and produce even greater results. We are a team of innovators, who are passionate about our work and pursue excellence together every day.

What we are looking for

Assistant, Corporate Partnerships (Internship)

As a member of the Corporate Partnerships team, your main responsibilities will be to provide administrative, operational and activation support to the servicing and sales team for the 2019 Rogers Cup presented by National Bank in Toronto. Located at the AVIVA Centre in North York, you will play an integral part in continuing to make this event one of the best in the world.

- Work closely with the Director, Corporate Partnerships and the Partnership team as a whole to ensure all partnership contractual obligations are met and exceeded;
- Assist with the planning and implementation of partner activations leading up to and during the tournament;
- Provide administrative support to the team including but not limited to, status reports, contact reports, workback schedules, research and development, and post reporting;
- Ensure all accreditation is fulfilled in a timely and efficient manner adhering to all policies and protocols;
- Work closely with all departments including but not limited to marketing, ticketing, IT, Business Intelligence, Operations, Community and Fundraising to ensure all partner activations elements runs smoothly from set up to tear down;
- Ensure all signage and onsite elements are executed as planned and to the highest standard;
- Provide on-going sales support with sales research, strategy and sales deck creation as required;
- Provide administrative support and the collection of data during the tournament, to assist with the creation of post-tournament Partner reports.
- Manage sponsor deliveries, may require some lifting.
- Duties may be modified or changed as required.

Who you are

- Must be currently enrolled in a Canadian accredited college/university program. Strong preference will be given to sport management/marketing candidates;
- A highly energetic, detailed orientated, proactive person who has a client service centric attitude;
- A team player with excellent time management and decision-making skills;
- Exceptional interpersonal, presentation and communication skills;
- Flexible, adaptable and comfortable in a fast pace and fluid work environment;
- Highly proficient in Microsoft Office (Outlook, Word, Excel, PowerPoint);
- Proficient use of English both written and oral (an asset);
- Strong knowledge of tennis (an asset);



- Creative mind, familiarity with creating presentations in PowerPoint and/or graphic design (an asset).
- Willing to roll up your sleeves to get the job done.

Working conditions

- This internship will run from May to August 2019;
- 35 hours/week, leading up to the tournament, hours will be extended during the tournament, flexibility to work evenings, weekends and holidays as required.

What's in it for you

- Be part of a dynamic, innovative and passionate organization that makes a difference across Canada
- Rogers Cup is a premier event and one of the highest attended tennis tournaments in the world
- 2019 is set to be the most successful year in our 128-year history
- Have ownership of key partnership initiatives
- Strong networking opportunities to kick start your career

Interested? – Here's how to apply

Interested candidates should submit a cover letter and their resume to CPInternships@tennisCanada.com, indicate **“Corporate Partnerships Intern - Toronto”** in the subject line.

We thank all interested applicants, however only qualified candidates will be contacted.