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, Marketing & Promotions (Internship)

As Marketing Intern you will be responsible for the execution of marketing tasks as well as providing support for the volunteer program up to and during the week of the 2020 Rogers Cup presented by National Bank. Your main responsibilities will be:

Marketing Administration

1. Advertising Account Management
   - Assist with the management of all advertising Accounts;
   - Assist with the management of all marketing Initiatives;
   - Ensure day to day communication with media contacts as needed;
   - Update and create media and advertising contracts;
   - Input all contract information within TC databases as required;
   - Work with accounting department to ensure all marketing & advertising invoices are tracked and distributed accurately;
   - Work with Corporate sales department to ensure all corporate hospitality is reserved for appropriate advertising partners;
   - Maintain and update contract binder;
   - Maintain advertising calendar;
   - Maintain printing schedule for all advertising material;
   - Coordinate all print production;
   - Track all marketing and advertising expenditures;
   - Maintain Rogers Cup creative binder;
   - Distribute all ticketing and hospitality packages to advertising and marketing contacts.

2. Account & Sponsor Servicing
   - Assist the team with Corporate Partners and all marketing initiatives;
   - Coordinate Sponsor activation;
   - Develop plan for sponsors activation;
   - Work with sales and corporate partnerships in regards to sponsor activation;
   - Work closely with Advertising and marketing accounts to ensure all contractual benefits are fulfilled.

3. Other
   - Assist with any promotional tasks prior to or during the event;
   - Lead generation research;
   - Advertising & Sales research;
   - Work closely with Tournament staff to ensure all elements relating to promotions, marketing and sponsor servicing are fulfilled;
   - Cover break and/or lunch shifts on reception on assigned day;
   - Assist with other activities that may be assigned to ensure all tournament expectations are met.

Volunteer Program Support

- Support the Marketing & Operations teams with the implementation of the promotions committee volunteer program;
- Work with the Volunteer Coordinator to ensure all tasks are completed.

Event Wrap Up

- Return all sponsor related items and promotional equipment to correct people or area;
- Organize Promotions room;
- Perform volunteer evaluations;
- Ensure all bands, contractors and suppliers have received payment;
- Hand in completed internship binder.

Who you are

The ideal candidate will be outgoing, highly motivated and a team player; they will possess leadership skills and a strong desire to meet and exceed expectations.

Working conditions

- Must have full-time availability;
- Honorarium of $200/week;
- Term of the internship: from May 4, 2020 until August 21, 2020.

What's in it for you

- Be part of a dynamic organization that makes a difference across Canada;
- Get in the game! Join the Rogers Cup team;
- Be part of an innovative, vibrant and passionate team;
- Join the organization that sets the standard and always strives for excellence.

Interested?

Send us your resume at resumes@tenniscanada.com

Applications for this position will be accepted until March 9, 2020 at 5:00pm EST.

Only qualified applicants will be contacted.
www.rogerscup.com