HAMILTON TIGER-CATS & FORGE FC INTERNSHIP PROGRAM

MISSION STATEMENT

The purpose of the Hamilton Tiger-Cats and Forge FC Internship Program is to educate participants in the areas of operation of a professional sports organization, to prepare interns for entering the career marketplace and to expand future employment and educational opportunities.

PROGRAM BENEFITS

The Hamilton Tiger-Cats and Forge FC Internship Program will offer the following career benefits and opportunities to each individual who participates in the program:

Skill Development

- Learn how a professional sport organization successfully operates by working in multiple areas of the business with knowledgeable sport industry professionals
- Gain confidence in essential workplace related skills by completing tasks that involve time management, communication, and teamwork skills
- Apply knowledge gained from post-secondary education and previous experiences to develop new programs and initiatives that have a direct impact on the success of the organization and its teams
- Learn how to work under pressure in a gameday environment and execute key programs for the organization
- Throughout the season, work with other interns on a major project and discover how to work in a group setting while accomplishing your individual and group’s goals

Networking

- Build a professional network by working with experienced sport industry specialists from inside and outside of the organization
- Meet with an assigned director from the organization once a month and discuss and review career objectives
- Attend group discussions and share challenges and success stories with fellow interns

Career Advancement

- Enhance resume for future employment opportunities and/or for potential graduate school applications
- Use experience to learn about yourself, evaluate career objectives, and set new career and personal goals
- Receive and utilize professional tools such as a welcome package, business cards, and LinkedIn headshot
SPECIFIC DETAILS

Locations: 500 Sherman Avenue North (main business office) and 64 Melrose Avenue North (Tim Hortons Field) – Hamilton, Ontario

Internship Duration: All internships will be a seven-month term from May 4th to November 27th except for the Intern, Forge FC Events and Ticket Administration position which will be an eight-month term from April 6th to November 27th.

Hourly Commitment: Regular business hours + All 2020 Hamilton Tiger-Cats home games (not including Forge FC specific positions). In addition to this, depending on the internship role there will be opportunities to work Forge FC home games and other special events at Tim Hortons Field.

Payment: $300 per month stipend and an honorarium paid on completion of the term.

- **Gameday Hours**: $75 for each Tiger-Cats game worked and $60 for each Forge FC game.
- **Other Opportunities**: In the event that you are not assigned to a Tiger-Cats or Forge FC gameday position, you will have the opportunity to work on the Customer Assistance Team or Stadium Operations Team for each event and receive payment of $14 an hour.

REQUIREMENTS

Applicants for the Hamilton Tiger-Cats and Forge FC Internship Program must be enrolled in a degree/diploma program and receive course credit upon completion of this internship. Ideal candidates must be hard-working, dedicated, self-motivated individuals who possess exceptional interpersonal and organizational skills, and have a passion for sport.

INTERNSHIP POSITIONS:

- COMMUNICATIONS
- CORPORATE PARTNERSHIPS
- FORGE FC COMMUNITY RELATIONS
- FORGE FC EVENTS & TICKET ADMINISTRATION
- GAME PRODUCTION & EVENTS
- GRAPHIC DESIGN
- GUEST EXPERIENCE
- MARKETING
- RETAIL OPERATIONS
- STADIUM EVENTS & OPERATIONS
- STAFF WRITER
- STRENGTH & CONDITIONING
- TICKETING OPERATIONS, SALES & SERVICE
- TIGER-CATS COMMUNITY RELATIONS
- TIGER-CATS FOOTBALL OPERATIONS
- VIDEO PRODUCTION
2021 GREY CUP

HOW TO APPLY:

- Candidates must email their résumé and cover letter to the email address listed in the specific intern job description. Intern job descriptions can be viewed on the following pages.

- Email subject should read: “2020 (name of internship position) Application”

- Please indicate in your application email where you saw this internship posting advertised (i.e. Hamilton Tiger-Cats website, indeed, SIRC, university/college job board, etc.).

The Hamilton Tiger-Cats and Forge FC value diversity and inclusion of all candidates and will provide accommodations if needed. If you have any specific accommodations, please outline this in your application email.

The Hamilton Tiger-Cats and Forge FC thank you for your interest in joining our organization for the upcoming seasons.
INTERN, COMMUNICATIONS

The Hamilton Tiger-Cats and Forge FC Communications Department strives to offer the best media/public relations support in the Canadian Football League and the Canadian Premier League. The Communications Intern will play a key role in accomplishing this, while supporting both the football, soccer, and the business sides of the organization. The role will also provide an opportunity for networking, and valuable operational and managerial experience.

Responsibilities and Duties:

- Help enhance the image and profile of the Tiger-Cats and Forge FC in the media and with the public through strategic communications planning and execution
- Assist in compilation of news releases and advisories, media guides and other publications, and game notes and media kits
- Maintain media contact lists
- Oversee accreditation process
- Gameday responsibilities include: credential distribution at media entrance, press box runner, and statistician assistant
- Assist in the compilation and delivery of media packets for visiting media, featuring: game notes, clippings, credentials, and statistics
- Help monitor CFL and CPL news at all times and keep appropriate internal staff informed
- Help coordinate the activities of the team photographer
- Serve as the team archivist (photos, etc.)

Qualifications and Skills:

- Passion for football, soccer, the Hamilton Tiger-Cats, Forge FC, and the Hamilton community
- Strong verbal and written communication skills and problem solving ability
- Attention to detail and desire to improve and perfect any projects undertaken
- An ability to work well under pressure in a fast-paced environment
- Excellent organizational and time management skills
- A flexible schedule as attendance for every Tiger-Cats and Forge FC home game is mandatory
- Previous experience working with high profile coaches/athletes is an asset

Please email résumé and cover letter to communications@ticats.ca
INTERN, CORPORATE PARTNERSHIPS

Responsibilities and Duties:

- Work with the Corporate Partnerships Team to execute sponsorship contract deliverables
- Assist in the preparation of prospect proposals and end of season reports including tracking and archiving sponsorship elements (i.e. maintaining photo database and broadcast clips)
- Assist with the planning and execution of client prospecting and relationship building events
- Organize and facilitate sponsor appearances (players, mascots, and/or cheerleaders)
- Assist the Corporate Partnerships Department with gameday related tasks and preparations
- Execute gameday sponsorship activations, promotional elements, and partner accreditation
- Work collaboratively with the Corporate Partnerships Client Service Team to ensure that all client deliverables, internal responsibilities, and reporting are completed in a timely manner
- Assist in general departmental administrative tasks

Qualifications and Skills:

- Organized and proactive
- Strong attention to detail
- Strong verbal and written communication skills
- Ability to act professionally in situations with clients
- Ability to work under pressure in a fast-paced environment

Assets:

- Proficient in Microsoft Office – specifically PowerPoint and Excel
- Proficient in Adobe Creative Suite – specifically Photoshop
- General understanding of the professional sport industry
- Previous sales and/or client service experience

Please email résumé and cover letter to partnerships@ticats.ca
INTERN, FORGE FC COMMUNITY RELATIONS

Forge FC proudly supports and promotes healthy, active, and empowered youth within our community through youth soccer, health and wellness education, and social responsibility. Forge FC are looking for an individual who has a genuine passion for soccer and looking to make a positive impact in the Hamilton community. This individual will assist with key programs and events directed under the Community Department for Forge FC.

Candidates must be available for the full-length of the internship program (seven months, May-November). Candidates must be available to work all home games as well as available to work evenings and weekends as needed.

Responsibilities and Duties:

Administration

- Process and fulfill all donation requests in a timely and suitable manner
- Process and schedule mascot appearances and requests. Ensure costumes are scheduled to be cleaned and readily available for appearances
- Assist in drafting event materials including briefing, planning, and event debrief documents
- Order and track inventory for all events, programs, and marketing assets
- Provide additional administrative support to the Community Department

Community Programming

- Assist with planning core initiatives and programs which support our mission including: Play with the Pros, Coaches Clinic, open practices, and grassroots programming
- Work with community partners and organizations to build relationships and implement community ticket donations

Community Events and Gamedays

- Assist the Community Partnerships and Events Manager in the execution of all soccer related community events, festivals, and event activations
- Assist in various community gameday roles including: pre-game events, community partner activations, team flag execution, and community groups
- Attend community events and appearances with players and team representatives when necessary

Qualifications and Skills:

- Superior interpersonal and customer service skills
- Strong verbal and written communication skills and problem solving ability
• Excellent organizational and time management skills
• Positive attitude and ability to work as a team and independently
• Previous athlete interaction and community relations experience is an asset
• Ability to work weekends and evenings to help facilitate community programs/ events/ gamedays
• Must hold a valid driver’s license

Please email résumé and cover letter to community@forgefootball.club
INTERN, FORGE FC EVENTS & TICKET ADMINISTRATION

The Forge FC Events and Ticket Administration Intern will acquire a complete understanding of event execution with a focus on driving brand awareness and ticket sales through targeted events. Working with our Community Department, the candidate will execute all events relating to ticket activities including minor soccer and Forge FC events.

Responsibilities and Duties:

- With guidance from the ticketing team, the candidate will set up, manage, and execute all Forge FC Ticketing Department events including: minor soccer partner events and others designed to drive ticket revenue
- Collect data at events to widen Forge FC’s database and ensure that proper processes are followed
- Ensure that the collected data is inputted into the ticketing system correctly for other ticket representatives to follow up on
- Assist the Business Development, Customer Service, and Ticketing Operations Departments in daily operation of the ticketing business
- Learn Archtics, the Ticketmaster ticketing system, including the sales process and pulling reports
- Gain customer service experience while working in the Box Office on gamedays
- Assist with general administrative work including but not limited to: maintaining/organizing files, data entry, copying, filing, and faxing
- Any other duties assigned by your Manager(s)
- Evening and weekend work will be required as most of the events will happen during this time

Qualifications and Skills:

- Passionate about the long-term development of their experience and the creation of new initiatives
- Superior customer service and interpersonal skills
- Friendly, out-going personality
- Attention to detail and a strong work ethic
- Excellent organizational and time management skills
- Ability to adapt to a variety of roles/tasks
- Adept with Microsoft Office programs, particularly Excel
- Passion for soccer, Forge FC, and the Hamilton community
- Must possess a G driver’s license and have access to a vehicle at all times

Please email resume and cover letter to ticketsales@forge.football.club
INTERN, GAME PRODUCTION & EVENTS

The Hamilton Tiger-Cats and Forge FC are committed to creating an unforgettable gameday and event experience for thousands of fans each year. We are looking for a dedicated individual to become an integral member of our production and events team. The successful candidate will have a specific focus on the planning and execution of all home games and major events during the 2020 seasons.

Candidates must be available for the full-length of the internship program (seven months, May-November). Candidates must be available to work all Tiger-Cats and Forge FC home games as well as available to work evenings and weekends as needed.

Responsibilities and Duties:

- Participate in the overall season preparation and execution of all Tiger-Cats and Forge FC home games, premium events, and other day-to-day business operations
- Assist with planning and execution of all content, promotions, theme nights, and other in-game initiatives at Tiger-Cats and Forge FC home games
- Act as Gameday Stage Manager for all Tiger-Cats and Forge FC home games
- Act as a point of contact in the production of department driven events
- Manage the department’s event equipment and other department resources
- Conduct research projects to gain insights for department initiatives
- Create recaps of events and assist with preparation of presentation materials for meetings
- Assist with general administrative work including but not limited to: maintaining/organizing files, data entry, copying, and filing
- Other duties as assigned

Qualifications and Skills:

- Currently enrolled in a Sport Management, Marketing, or Event Management program
- Positive attitude and ability to work as a team and independently
- Working knowledge of Microsoft Office programs: Word, Excel, PowerPoint, and Outlook
- Strong verbal and written communication skills
- Outgoing personality with excellent customer service skills
- Ability to work evenings and weekends as dictated by scheduled home games and events
- Must hold a valid driver’s license

Please email resume and cover letter to eventproduction@ticats.ca
INTERN, GRAPHIC DESIGN

The Hamilton Tiger-Cats and Forge FC are seeking a creative individual who wants to work in a fast-paced, hands-on environment and learn the ins and outs of brand strategy and visual design in the sport industry. The Graphic Design Intern will be a key member of the creative team and will be responsible for stewarding two brands through a variety of design deliverables including: website, digital and traditional advertising, print, signage, merchandise, sales collateral, and more.

Responsibilities and Duties:

- Collaborate with the creative team to create media and graphics for the Hamilton Tiger-Cats and Forge FC platforms
- Create graphics for social media, print collateral and other marketing, ticketing, and partnership tools
- Create videoboard, ribbon board, in-stadium TV graphics, and templates for use on gamedays
- Work with existing creative designs and execute original designs based on supporting strategy and brand guidelines
- Work closely with all internal departments including but not limited to: Marketing, Partnerships, and Ticketing
- Maintain knowledge of creative/social trends and best practices

Qualifications and Skills:

- Proficiency with Adobe Photoshop, Illustrator, and InDesign *After Effects
- Excellent organizational and time management skills
- An ability to work well under pressure and meet deadlines in a fast-paced environment
- Attention to detail and desire to improve and perfect any projects undertaken
- Positive attitude and ability to work in a team environment and independently
- Passion for football, soccer, the Hamilton Tiger-Cats, Forge FC, and the Hamilton community

Please email résumé, cover letter, and previous work to design@ticats.ca
INTERN, GUEST EXPERIENCE

The Hamilton Tiger-Cats and Forge FC Guest Experience Department strives to offer a world class fan experience, creating exemplary moments that set a new standard for guests that enter our venue. The Guest Experience Intern will play a key role in executing and improving departmental programs to ensure all guests at Tim Hortons Field receive the best possible customer service. Also, the role will provide valuable recruitment and management experience.

Responsibilities and Duties:

- Assist in interviewing and hiring a portion of the Customer Assistance Team (ushers, ticket takers, and parking attendants)
- Update the Customer Assistance Team training programs and assist with staff training
- Help with scheduling and managing the Customer Assistance Team at all Tim Hortons Field events
- Manage the Secret Shopper and Tim Hortons Field Ambassador programs including: supervising staff, special occasion in-seat visits, and accessible escorts
- Oversee the staff rewards program for the Customer Assistance Team
- Create new policies and procedures for the Customer Assistance Team and for fans to ensure the highest level of service is provided at Tim Hortons Field
- Assist in managing guest feedback systems to evaluate the impact of various guest experience initiatives
- Research, identify, and implement opportunities for new guest experience programs
- Available to work evenings and weekends

Qualifications and Skills:

- Superior customer service skills developed through previous experience in consumer facing roles
- Event management skills developed through previous experiences
- Attention to detail and a genuine desire to improve best practices and procedures
- An ability to work well under pressure with others in a fast-paced environment
- Strong verbal and written communication skills and problem solving abilities
- Excellent organizational and time management skills
- Previous leadership experience is an asset
- Passion for football, soccer, the Tiger-Cats, Forge FC, and the Hamilton community

Please email résumé and cover letter to guestexperience@ticats.ca
INTERN, MARKETING

Responsibilities and Duties:

- Assist in the authoring all fan newsletters, season seat holder email communications, gameday and event updates, and ticket administration emails for both the Tiger-Cats and Forge FC
- Provide assistance with the organization and execution of Tiger-Cats and Forge FC media planning, including: print, radio, direct to consumer, out of home, display advertising, and digital advertising
- Play a role in the creative development of advertising and promotional materials
- Assist in posting content to and maintenance of Tiger-Cats and Forge FC social media accounts
- Monitor social media channels and the internet for mentions of the Tiger-Cats, Forge FC, and discussions on related keywords
- Collaborate on social media projects and contests to promote engagement and expand fanbases for both teams
- Assist in creating campaign reports as needed
- Complete research to help develop and plan the following year’s marketing initiatives and calendar
- Assist with preparation of presentation materials for meetings
- Assist with general administrative work including but not limited to: maintaining/organizing files, data entry, copying, filing, and faxing

Qualifications and Skills:

- Quality writing, editing, and copywriting skills
- Organizational skills
- Demonstrated teamwork and work ethic
- Strong football, soccer, Tiger-Cats, and Forge FC knowledge
- Must have a passion for CFL football and CPL soccer
- Social media outlet and management experience
- Experience with various social media platforms including: Facebook, Twitter, Instagram, Tumblr, Snapchat, and Pinterest
- A winning, team oriented, passionate attitude with a strong sense of urgency
- A passion for creativity, with the ability to link ideas to business performance opportunities

Please email résumé and cover letter to marketing@ticats.ca
INTERN, RETAIL OPERATIONS

The Tiger-Cats Shop located at Tim Hortons Field offers a year-round shopping experience for both the Hamilton Tiger-Cats and Forge FC brands. Our mission is to deliver our fans the best shopping experience supported by the best products and exceptional customer service. The Retail Operations team is looking for an individual committed to delivering consistent and memorable experiences to all those who walk through our door. This role will also provide an opportunity for networking along with valuable retail operations and managerial experience. Interns will be mentored and learn from highly experienced and dedicated retail professionals. This internship position is a perfect fit for college and university students who possess a passion for a career in the Sporting Goods Business/Sport Management field.

Responsibilities and Duties:

- Gain hands-on, meaningful work experience by working the sales floor, merchandising products in-store, completing shipping and receiving responsibilities, and setting up gamedays
- Fully participate in all day-to-day activities, gamedays, and other significant events in which the Retail Department has a presence
- Learn a wide range of management responsibilities, daily processes and procedures, and play an important role in everything going on within the Retail Department

Qualifications and Skills:

- Strong focus on delivering best-in-class customer service and support
- Strong verbal and written communication skills and problem solving ability
- Attention to detail and desire to improve and perfect any projects undertaken
- An ability to work well under pressure in a fast-paced environment
- Excellent organizational and time management skills
- Passion for football, soccer, the Tiger-Cats, Forge FC, and the Hamilton community
- A flexible schedule is required as attendance for every home game and other scheduled events is mandatory
- Previous experience working in retail is an asset

Please email résumé and cover letter to retail@ticats.ca
The Hamilton Tiger-Cats Event Operations Intern will have the opportunity to plan and execute events and gameday activities at Tim Hortons Field, a state of the art facility. This individual will be responsible for assisting with the planning, design, and implementation of all events at Tim Hortons Field. They will play a significant role in improving and executing departmental programs to ensure all targets are met with successful outcomes. The role also will provide valuable recruitment and management experience.

Responsibilities and Duties:

- Assist in hiring and training the Gameday Operations Team
- Assist in managing the Gameday Operations Team at all Tiger-Cats and Forge FC home games, and special events
- Assist in the preparation of the stadium for each stadium event – set up parking signage, gate barricades, field of play, and all specialty seating areas
- Coordinate and supervise all corporate partners with their gameday activations at Tim Hortons Field
- Assist the Gameday Operations Team with set-up.tear down of all gameday activations
- Support the Stadium Events and Operations Coordinator with all operational details for gamedays and special event activations

Qualifications and Skills:

- Superior event management skills developed through previous operations and event management experience
- Strong attention to detail and desire to improve best practices and procedures
- An ability to work well under pressure in a fast-paced environment
- Strong verbal and written communication skills and problem solving ability
- Excellent organizational and time management skills
- Passion for football, soccer, the Tiger-Cats, Forge FC, and the Hamilton community
- Previous leadership experience is an asset

Please email résumé and cover letter to stadium@ticats.ca
INTERNS, STAFF WRITER

Responsibilities and Duties:

- Write football and soccer related editorials on deadline for ticats.ca, forgefc.canpl.ca, and other outlets
- Post, update, and coordinate content on ticats.ca, forgefc.canpl.ca, and other outlets
- Identify potential news story ideas relevant to the Tiger-Cats, Forge FC, and its programs and initiatives

Qualifications and Skills:

- Current student in journalism, communications, or a related area
- Quality writing, editing, and copywriting skills
- Prior sports media experience (football and soccer experience is a plus)
- Organizational skills
- Demonstrated teamwork and work ethic
- Strong football, soccer, Tiger-Cats, and Forge FC knowledge
- Must have a passion for CFL football and CPL soccer
- Social media outlet and management experience
- Will be required to work on some evenings and weekends depending on the Tiger-Cats and Forge FC schedules and events
- Interested candidates should be passionate about the long-term development of their experience and the creation of new initiatives

Please email resume and cover letter to _____
INTERN, STRENGTH & CONDITIONING

The function of the Strength and Conditioning Intern is to assist with the daily operation of the strength and conditioning program for the Hamilton Tiger-Cats Football Club and Forge FC. The Strength and Conditioning Intern is to represent the Hamilton Tiger-Cats Football Club and Forge FC in a positive and professional manner at all times. The daily activities of the Strength and Conditioning Intern will be supervised by the Head Strength and Conditioning Coach.

Responsibilities and Duties:

- Assist with implementing the daily warm-up, in-season workouts, corrective exercises, and recovery techniques
- Assist with data collection using sport technology (Catapult/Coachmeplus)
- Responsible for daily set-up and clean up before and after every workout
- Responsible for maintaining the equipment and facility upkeep

Qualifications and Skills:

- Currently pursuing a undergraduate degree in Kinesiology, Exercise Science, or a related field
- Strong desire to pursue a career in strength and conditioning
- Prior experience working with collegiate, elite and/or professional athletes
- Currently working towards a certification in strength and conditioning (CSCS, CSCCa, FMS, etc.)

Please email resume and cover letter to strength@ticats.ca
INTERN, TICKET OPERATIONS, SALES & SERVICE

The Hamilton Tiger-Cats Ticket Operations, Sales and Service Intern will acquire a complete understanding of the operations of the Ticketing Department with the Hamilton Tiger-Cats and Forge FC.

Responsibilities and Duties:

- Assist the Business Development, Customer Service, and Ticketing Operations Departments in daily operation of the ticketing business
- Learn Archtics, the Ticketmaster ticketing system, including the sales process and pulling reports
- Participate in setting up and executing Tiger-Cats and Forge FC gamedays, and other Business Development events
- Gain customer service experience while working in the Ticket Office on gamedays
- Assist with general administrative work including but not limited to: maintaining/organizing files, data entry, copying, filing, and faxing
- Any other duties assigned by your Manager(s)
- May be required to work various evenings and weekends

Qualifications and Skills:

- Passionate about the long-term development of the internship experience and the creation of new initiatives
- Superior customer service and interpersonal skills
- Friendly, out-going personality
- Attention to detail and a strong work ethic
- Excellent organizational and time management skills
- Ability to adapt to a variety of roles/tasks
- Adept with Microsoft Office programs, particularly Excel
- Passion for football, soccer, the Tiger-Cats, Forge FC, and the Hamilton community

Please email resume and cover letter to sales@ticats.ca
INTERN, TIGER-CATS COMMUNITY RELATIONS

The Hamilton Tiger-Cats proudly support and promote healthy, active, and empowered youth within our community through youth football, health and wellness education, and social responsibility. The Hamilton Tiger-Cats are looking for an individual who has a genuine passion for football and looking to make a positive impact in the Hamilton community. This individual will assist with key programs and events directed under the Community Department for the Hamilton Tiger-Cats.

Candidates must be available for the full-length of the internship program (seven months, May–November). Candidates must be available to work all home games as well as available to work evenings and weekends as needed.

Responsibilities and Duties:

Administration

- Process and fulfill all donation requests in a timely and suitable manner
- Process and schedule mascot appearances and requests. Ensure costumes are scheduled to be cleaned and readily available for appearances
- Assist in drafting event materials including: briefing, planning, and event debrief documents
- Order and track inventory for all events, programs, and marketing assets
- Provide additional administrative support to the Community Department

Community Programming

- Assist the Amateur Football Coordinator in planning core initiatives and programs which support our mission including: FirstOn the Field Flag Football program, PlayAction program, HWDSB Flag Football League program, High School Mentorship program
- Work with community partners and organizations to build relationships and implement the Community Ticketing Program

Community Events and Gamedays

- Assist the Community Partnerships and Events Manager in the execution of all football related community events, festivals, and event activations
- Assist in various community gameday roles including: pre-game events, community partner activations, Canadian Flag execution, and community groups
- Attend community events and appearances with players and team representatives when necessary
Qualifications and Skills:

- Superior interpersonal and customer service skills
- Strong verbal and written communication skills and problem solving ability
- Excellent organizational and time management skills
- Positive attitude and ability to work as a team and independently
- Previous athlete interaction and community relations experience is an asset
- Ability to work weekends and evenings to help facilitate community programs/ events/ gamedays
- Must hold a valid driver’s license

Please email résumé and cover letter to community@ticats.ca
INTERN, TIGER-CATS FOOTBALL OPERATIONS

Responsibilities and Duties:

- Assist Football Operations Department with airport pickups for arriving and departing players
- Assist Football Operations with planning and executing training camp, in-season schedule, and team travel logistics
- Assist Football Operations and training staff with getting players to and from work related and medical appointments
- Assist coaches/players and front office with day-to-day tasks
- Various other Football Operations and scouting tasks
- Data entry and analytics

Qualifications and Skills:

- Previous experience in a professional sport atmosphere
- Previous experience working closely with professional athletes and executives
- Strong desire to pursue a career with Team Operations
- Detail-Oriented and professional
- Ability to multi-task and take initiative
- Computer proficiency in Microsoft applications: Word, Excel, and PowerPoint
- Working knowledge of the sport (specifically within the CFL)

Please email résumé and cover letter to football@tics.ca
INTERN, VIDEO PRODUCTION

Responsibilities and Duties:

- Produce video content for social media, ticats.ca, forgefootball.club, and the gameday videoboard
- Cover day-to-day media conferences at Tim Hortons Field
- Edit videos using Adobe Creative Suite with a focus on Premiere and After Effects
- Add graphical elements and animation and render out final formats
- Assemble, prepare, and set up equipment prior to filming, including: tripods, monitors, lighting, and cables
- Ability to find solutions to technical and/or other practical problems that may occur
- Post, update, and coordinate content on ticats.ca and other social media outlets
- Identify potential news story ideas relevant to the Tiger-Cats Football Club and Forge FC and its programs and initiatives
- Assist in content effort surrounding Tiger-Cats and Forge FC strategies/events
- Assist in the creation of social media content, including: photos and blog posts
- Collaborate on social media projects and contests to promote engagement and expand fan base
- Assist with general administrative work including but not limited to: maintaining/organizing files, data entry, copying, filing, and faxing

Qualifications and Skills:

- Football and soccer IQ (ideally some CFL and CPL knowledge)
- Ability to work in a fast pace environment with tight deadlines
- Camera (DSLR ideally) experience
- Must know how to edit in premiere or Final Cut X
- Ability to use After Effects a big plus
- Ability to learn new programs
- Creativity is an absolute must

Please email résumé, cover letter, demo reel, and/or previous work to video@ticats.ca
INTERN, 2021 GREY CUP

Hamilton Tiger-Cats fans are among the most passionate sports fans in Canada. With the 109th Grey Cup returning to the new, multi-purpose Tim Hortons Field, this is a special opportunity to play an important role in planning the first Grey Cup in Hamilton in 25 years. This position will assist the entire Grey Cup team during the planning phase for the 2021 Grey Cup.

The candidate will support the Grey Cup Festival Operations Director in the planning of a variety of projects, including: event logistics, special event planning and promotions, volunteer and partner coordination, ticket and credential operations, sponsor activations, hospitality areas, and fan engagement.

This position will give the candidate an opportunity to gain valuable experience in a professional sport organization and live events industry. Candidates should have excellent knowledge of the Canadian Football League and the Grey Cup and an interest in event marketing and promotions.

Responsibilities and Duties:

- Execute research projects, including: gathering information and best practices pertinent to running successful large scale events
- Assist in the planning of special events including: the Grey Cup Street Festival, Cheer Extravaganza, Gala Dinner, and other smaller events
- Work with the Director on all event logistics including: staffing plans, operational needs, A/V, gifting, awards, product inventory, and registration
- Assist in the development of timelines, work back schedules, and calendars for the months leading up to the 2021 Grey Cup
- Assist in the development of a sponsorship asset list related to the 2021 Grey Cup Festival
- Assist in the development of key marketing and communications tools related to the 2021 Grey Cup Festival
- Other duties as assigned

Qualifications and Skills:

- Strong organizational skills and the ability to multi-task
- Effective verbal skills and the ability to work in a fast pace environment
- Flexible schedule as attendance for every Tiger-Cats home game may be required
- Some travel for direct event assistance could occur

Please email résumé and cover letter to greycup2021@ticats.ca