

# STUDENT INTERNSHIP

**Internship:** Event Management & Operations  
**Company:** GranFondo Canada  
**Location:** Vancouver, British Columbia (CANADA)  
**Job Title:** Intern, Event Operations  
**Term:** Commence: May 8, 2017 (18 weeks: 1 position)  
Complete: September 10, 2017

## THE OPPORTUNITY

This is the chance to live in a world-class Olympic city and work with an established, dynamic and growing entrepreneurial company that is not only planning events, but creating unique opportunities for people to participate in premium destination tourism experiences. Our offices are located in the heart of the city and well served by public transit (both commuter train and bus service).

## JOB SUMMARY:

The intern will work with the Operations staff to assist with the detailed planning and delivery of the events. This position will be within the Operations team at GranFondo Canada however the intern can look forward to the opportunity of being exposed to all aspects of the business.

**RESPONSIBILITIES:** The Event Operations Assistant can expect to be tackling any number of the projects outlined below.

- Signage Program – development, order, production, distribution, setup, takedown, and inventory management
- Planning and operation of the Event Communication Centre
- Planning and execution of the FamilyFundo Kids Ride
- Researching event resources including on course entertainment
- Crew Support program for GranFondo Canada staff, volunteers, athletes, sponsors, media & spectators
- Operational Communications (develop, order and inventory event radios / cell phones)
- Execution of supporting social and sporting events
- Development of operational standards documents
- Liaise with other areas of the company & participate in team meetings
- General administrative support for the Operations Team
- Other opportunities as assigned
- Completion of an Internship Report at the conclusion of your experience.

## MINIMUM EXPERIENCE REQUIREMENTS:

Experience Level:

- Previous experience working/participating in athletic events is essential
- Previous experience in an office setting is an asset

Education:

- Completion of two years towards a college/university degree
- Demonstrated interest / commitment to sport management and event production preferred

Technical Skills:

- Proficiency with basic PC software - Microsoft Office suite products
- Knowledge of competitive cycling and running will be considered as assets

General Skills:

- Speaking, reading, and writing fluency in English
- Ability to work in a second language (French) is an asset but not essential
- Excellent interpersonal & communication skills (written and verbal)
- Creative problem solving ability
- Strong leadership skills
- Ability to liaise with members of the general public in a professional and courteous manner
- Works well in a team environment
- Heavy lifting required (maximum of 50lbs)

**SALARY:** Unpaid internship (weekly honoraria of \$150 provided). Standard office hours are 35 hours/week. The nature of the event industry will require some evenings and weekend hours. Please note, **this internship must be part of an educational requirement** for an educational program.

**HOW TO APPLY:**

If you are interested in applying for this position, please send your resume and cover letter to:

[jobs@granfondocanada.com](mailto:jobs@granfondocanada.com) and include the following in the subject line: name (last, first), job title. We will keep applications on file for other roles that may arise and while we thank all applicants for their interest, only those selected for interviews will be contacted. Please submit applications by February 23, 2017.

**COMPANY PROFILE**

Founded in 2007, GranFondo Canada is an event management group committed to the development, planning and execution of world-class sport events.

Portfolio of Events:

RBC GranFondo Banff – Saturday, August 19, 2017

RBC GranFondo Whistler – Saturday, September 9, 2017

The Intrepid Stage Ride – September 29 to October 1, 2017

**GranFondo Canada - Human Resources Approach**

GranFondo Canada is a private Canadian event management company that creates unique experiences for the sport and active living community. GranFondo Canada's culture is entrepreneurial, where employees are encouraged and empowered to perform yet at the same time all team members are asked and expected to roll-up their shirtsleeves and get their hands dirty when it comes preparing for and delivering at event time. Our aim is premium destination tourism events that provide participants with a quality experience delivered using established best practices.