



INTERNSHIP OPPORTUNITY WITH Regent Park Film Festival SUMMER 2018

POSITION: Outreach & Logistics Intern

LOCATION: Toronto, Regent Park

DESCRIPTION OF THE HOST ORGANIZATION:

Regent Park is an area in transition, largely populated by new immigrants and Aboriginal Peoples. Created in 2003, Regent Park Film Festival (RPF) is Toronto's ONLY free-of-charge community film festival dedicated to showcasing local and international independent works relevant to residents of the largest and oldest public housing in Canada. The films we present reflect key themes such as, immigration, inner city issues, cultural identity and multicultural relationships. RPF's principle activity is to organize an annual festival along with year-round school and community screenings, panel discussions, performances and professional training at no cost. The festival aims to reach isolated communities throughout Regent Park and beyond and provide a forum for them to engage in critical dialogue on social issues and to enjoy films from all over the world. Under the Stars: Movies in the Park, our outdoor screening series, takes place in July and August and the annual film festival is held in November. Community screenings and other events are held throughout the year. For more information see: <http://www.regentparkfilmfestival.com/>.

INTERN'S DUTIES & RESPONSIBILITIES:

- 1) Under the supervision of the Festival Manager, the intern will
- 2) Assist in the execution of the outreach strategy for Under the Stars by updating and maintaining community outreach database, liaising with community agencies and acting as an ambassador of RPF at relevant community events.
- 3) Assist with coordinating adjunct programming at Under the Stars by confirming partnerships with community organizations, communicating logistics and nurturing relationships.
- 4) Recruit and train youth volunteers and oversee the volunteer team each week at Under the Stars
- 5) Assist with key administrative tasks in the office

Interns' duties and projects may not be as listed. These will depend on the needs of the host organization.

HOST ORGANIZATION REQUIREMENTS:

- Well organized and proactive
- Strong communication skills.
- Ability to organize information into accessible and usable systems
- Proficient in Excel and Word. Some knowledge of Photoshop is preferred.
- Has an ability to take direction, and displays initiative
- Comfortable with approaching and engaging new people
- Familiarity and experience with theory and practice of social justice and anti-oppression
- Experience organizing with community based groups and/or nonprofits

The intern's duties and projects may not be as listed. These will depend on the needs of the host organization.

HOURS: Full-time, normally 35-40 hours per week. Monday to Friday, May 30- August 22.

REMUNERATION: If the internship is unpaid, successful applicants may be eligible to apply for Faculty of Arts Internship Awards.

HOW TO APPLY: Students must complete the online Arts Internship Application Form available on the AIO website www.mcgill.ca/arts-internships

Application Deadlines:

International internships: November 20, 2017. Canada & US internships: January 29, 2018

ELIGIBILITY:

- McGill Faculty of Arts student completed 60 credits
- Minimum CGPA of 2.7
- Returning to McGill in the fall following the internship
- Students must fulfill Faculty of Arts requirements as outlined in the Handbook for Interns

COSTS: The intern is responsible for all costs associated with the internship including transportation, accommodations, etc.

TRAVEL ARRANGEMENTS: Preparing travel arrangements to and from the internship host community is the responsibility of the intern.

ACCOMMODATIONS: Finding suitable lodging during the internship is the responsibility of the intern.

Please Note:

Only short-listed candidates will be contacted. At that time, you may be asked to come in for an interview. The Arts Internship Office will then transmit the selected applications to the host organization, which will ultimately be responsible for the selection of the candidate(s).

If you feel you have experienced barriers which have had an impact on your academic performance and wish to highlight these to the selection committee, the documents/comments will be taken into consideration..

WORKSHOPS:

Successful candidates are required to attend the following sessions:

- Faculty of Arts Interns Meeting (All internships)
- Cross-Cultural Workshop (Internships outside of Canada, the U.S & Europe)
- Interns Responsibilities and Guidelines
- International Travel Pre-Departure Session (Internships outside of Canada, the U.S & Europe)
- International Internship Debriefing Session (Internships outside of Canada, the U.S & Europe)
- Success in a Professional Environment (Internships in an office setting)

HEALTH AND SAFETY:

All applicants should consult the Global Affairs Canada Travel Reports for the internship host country prior to applying for this internship. http://www.voyage.gc.ca/countries_pays/menu-eng.asp

Traveling, living and working abroad can involve certain risks to your health and safety that differ from your home country. These may include: crime, political/social instability, tropical diseases/infections, extreme weather conditions, poor infrastructure, etc.

The Arts Internship Office cannot guarantee the safety of any intern in their host country. It is up to the student to fully assess and prepare for any health or security risks that may be involved in pursuing this internship. Applicants are encouraged to discuss potential risks with their family prior to applying.

Applicants must ensure that they are physically and mentally capable of successfully completing an internship in the internship host country. The Arts Internship Office may request a doctor's attestation that an applicant is sufficiently healthy to complete an internship.

ENTRY REQUIREMENTS:

Interns are responsible for informing themselves of what entry requirements are required to visit and work

as an intern in the internship host country. These may include a visa, work permit, passport valid for at least 6 months after entry, and proof of certain vaccinations.

The intern is responsible for acquiring all necessary documents in time for the beginning of their internship.