



# INTERNSHIP OPPORTUNITY WITH Access Asie – Annual Festival SUMMER 2018

**POSITION:** Festival Intern

**LOCATION:** Montreal, Quebec

## **DESCRIPTION OF THE HOST ORGANIZATION:**

Conceived during Asian Heritage Month in 1976, Access Asie was formed in 1995 as a forum to showcase Asian artistic disciplines such as dance, comedy, theatre, video, film, visual arts, music, poetry, performance and new media. Reflective of Montreal's cultural climate, Festival Access Asie features artists with origins spanning over twenty countries: East Asia (Japan, China, Korea); Southeast Asia (Philippines, Indonesia, Malaysia, Vietnam, Thailand, Singapore); South Asia (Pakistan, India, Nepal, Sri Lanka); Central & Middle Eastern Asia (Turkey, Iran, Iraq, Lebanon, Syria, Afghanistan and Armenia).

## **INTERN'S DUTIES & RESPONSIBILITIES:**

Under the supervision of the festival coordinator, the intern will focus on three main areas of the functions of a festival: Marketing & Development, Event Coordination and General Administrative Support.

Marketing & Development will include:

- developing and implementing branding & positioning tools, strategies
- fundraising coordination, tasks & solicitation
- researching, outreaching & networking with cultural communities

Event Coordination will include:

- creating artist write-ups,
- press kit preparation
- Internal and external communication
- public relations via phone, e-mail and personal contact

General Administrative Support can include:

- document translation
- database entry
- research

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

## **HOST ORGANIZATION REQUIREMENTS:**

- Student in development studies, social sciences, economics, and/or similar relevant discipline
- Ability to read, write and speak English and French with proficiency
- Knowledge of MS Office (Word, PowerPoint, Publisher, Excel)
- Good organizational, research and analytical skills and able to cope with multi-disciplinary issues
- Good presentation, writing and editing skills and ability to synthesize information and prepare summaries
- Excellent interpersonal and team-work skills and ability to work in a multicultural environment
- Good communication skills
- Integrity/committed to the organization and its mandate
- Students must bring their own laptop

*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

**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](http://www.mcgill.ca/arts-internships)

**Application Deadlines:**

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

**All internships will run from early May to early July, 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..*

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**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](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.