

INTERNSHIP OPPORTUNITY WITH REGENT PARK FILM FESTIVAL SUMMER 2019

POSITION:	Outreach & Logistics Intern
LOCATION:	Toronto, Regent Park
DESCRIPTION OF HOST ORGANIZATION:	<p>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 longest running free 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.</p> <p>http://www.regentparkfilmfestival.com/</p>
INTERN'S DUTIES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> - Assist in the execution of the outreach strategy by updating and maintaining community outreach database, liaising with community agencies and acting as an ambassador of RPF at relevant community events. - Assist with coordinating adjunct programming by confirming partnerships with community organizations, communicating logistics and nurturing relationships. - Recruit and train youth volunteers and oversee the volunteer team each week at Under the Stars - Assist with key administrative tasks in the office <p><i>Interns' duties and projects may not be as listed. These will depend on the needs of the host organization.</i></p>
HOST ORGANIZATION'S REQUIREMENTS:	<ul style="list-style-type: none"> - 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.
HOURS:	Full time
DATES:	May 6 – July 26, 2019
REMUNERATION:	Unpaid, successful applicants may be eligible to apply for Faculty of Arts Internship Awards: https://www.mcgill.ca/arts-internships/funding/apply
HOW TO APPLY:	Students must complete the online Arts Internship Application Form available on the AIO website: https://www.mcgill.ca/arts-internships/internships/postings/application
DEADLINE TO APPLY:	January 28, 2019
CITIZENSHIP REQUIREMENTS:	None
ELIGIBILITY:	<ul style="list-style-type: none"> - McGill Faculty of Arts student (completed 60 credits) - Minimum CGPA of 2.7

	<ul style="list-style-type: none"> - Returning to McGill in the fall semester following the internship - Students must fulfill Faculty of Arts requirements as outlined in the Handbook for Interns https://www.mcgill.ca/arts-internships/resources
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 organization is the responsibility of the intern.
ACCOMMODATION:	Finding suitable lodging during the internship is the responsibility of the intern.

WORKSHOPS:	<p>Successful candidates are required to attend the following sessions:</p> <ul style="list-style-type: none"> - Faculty of Arts Interns Meeting (All internships) - Cross-Cultural Workshop (Internships outside of Canada, the U.S & Europe) - Success in a Professional Environment (Internships in an office setting) - University-Wide Pre-Departure Session (Internships outside of Canada) - Interns Responsibilities and Guidelines (All internships) - International Internship Debriefing Session (Internships outside of Canada, the U.S & Europe)
HEALTH & SAFETY:	<p>All applicants should consult the Global Affairs Canada Travel Reports for the internship host country prior to applying for this internship. https://travel.gc.ca/travelling/advisories</p> <p>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.</p> <p>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.</p> <p>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.</p>
ENTRY REQUIREMENTS:	<p>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.</p> <p><u>The intern is responsible for acquiring all necessary documents in time for the beginning of their internship.</u></p>

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