

## INTERNSHIP OPPORTUNITY WITH LABORATORY OF URBAN CULTURE SUMMER 2019

<b>POSITION:</b>	Intern
<b>LOCATION:</b>	Montreal
<b>DESCRIPTION OF HOST ORGANIZATION:</b>	The LUC, directed by Professor Eric Lewis, under the auspices of IHSP, is housed in the Salon 1861, a historically important ex-church in Little Burgundy, a vibrant neighbourhood of Montreal. The LUC runs a variety of arts and culture programs directed primarily at Little Burgundy youth, including music, creative writing, theatre, photography and sound/new media art. The Salon 1861 serves as a community hub focusing of urban social innovation, in partnership with universities, community organizations and the private sector.
<b>INTERN'S DUTIES AND RESPONSIBILITIES:</b>	The intern will assist with the running of our existing programs, help us plan new programs, and assist in our ongoing self-assessment efforts. They will also learn much about community-facing work based on principles of social justice. <i>(Interns' duties and projects may not be as listed. These will depend on the needs of the host organization.)</i>
<b>HOST ORGANIZATION'S REQUIREMENTS:</b>	<ul style="list-style-type: none"> <li>• Interest in the arts</li> <li>• Interest in community work</li> <li>• Bilingual English/French</li> </ul>
<b>HOURS:</b>	The intern is expected to complete a minimum 150 hours over the course of Summer 2019. Hours are flexible.
<b>DATES:</b>	<b>May 6 – July 26 2019</b>
<b>REMUNERATION:</b>	\$2000- \$2500 through the Archie Malloch Undergraduate Internships in Public Learning Award
<b>HOW TO APPLY:</b>	Students must submit an application, including a cover letter, CV, and an official transcript directly to the Arts Internship Office (AIO).
<b>DEADLINE TO APPLY</b>	<b>January 28, 2019</b>
<b>CITIZENSHIP REQUIREMENTS:</b>	None
<b>ELIGIBILITY:</b>	<ul style="list-style-type: none"> <li>- McGill student, any faculty (completed 60 credits)</li> <li>- Minimum CGPA of 2.7</li> <li>- Returning to McGill in the fall semester following the internship</li> </ul> Students must fulfill Faculty of Arts requirements as outlined in the Handbook for Interns <a href="https://www.mcgill.ca/arts-internships/resources">https://www.mcgill.ca/arts-internships/resources</a>
<b>COSTS:</b>	The intern is responsible for all costs associated with the internship including transportation, accommodations, etc.
<b>TRAVEL ARRANGEMENTS:</b>	Preparing travel arrangements to and from the internship host organization is the responsibility of the intern.
<b>ACCOMODATION:</b>	Finding suitable lodging during the internship is the responsibility of the intern.
<b>WORKSHOPS:</b>	Successful candidates are required to attend the following sessions: <ul style="list-style-type: none"> <li>- Faculty of Arts Interns Meeting (All internships)</li> <li>- Cross-Cultural Workshop (Internships outside of Canada, the U.S. &amp; Europe)</li> <li>- Success in a Professional Environment (Internships in an office setting)</li> <li>- University-Wide Pre-Departure Session (Internships outside of Canada)</li> </ul>

	<ul style="list-style-type: none"> <li>- Interns Responsibilities and Guidelines (All internships)</li> <li>- International Internship Debriefing Session (Internships outside of Canada, the U.S &amp; Europe)</li> </ul>
<b>HEALTH AND SAFETY:</b>	<p>All applicants should consult the Global Affairs Canada Travel Reports for the internship host country prior to applying for this internship. <a href="https://travel.gc.ca/travelling/advisories">https://travel.gc.ca/travelling/advisories</a></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>
<b>ENTRY REQUIREMENTS:</b>	<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>The intern is responsible for acquiring all necessary documents in time for the beginning of their internship.</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.*