



# Internship Opportunity with AIM (ARTS IN THE MARGINS) Summer 2024

<b>POSITION:</b>	Intern
<b>LOCATION:</b>	Montreal, QC. <b>In-person:</b> intern is expected to intern at the host organization office location.
<b>DESCRIPTION OF HOST ORGANIZATION:</b>	AIM (Arts in the Margins), A Montreal-based registered Non-for-Profit dedicated to helping build healthy, self-sustaining communities via the creative arts. Our activities range from the implementation of free classes and workshops in the arts (including new media and digital arts), through the curation of performances and offering guidance and support to third parties in the development of their own arts-based projects. Guided by a deep commitment to social justice, we therefore focus on working with historically marginalized communities and BIPOC artists and organizations.
<b>INTERN'S DUTIES AND RESPONSIBILITIES:</b>	<p>We are looking for someone to assist us with the day-to-day management of the organization. The intern will learn, and be involved in, all aspects of running a small community-facing arts organization. This includes assisting in: event planning and logistics (communication with artists, arranging travel, housing, etc.); promotion of our activities via social media and our website; hands-on assistance at events, classes and workshops we organize; assistance in our lobbying efforts on behalf of arts organizations concerning funding at assorted governmental levels. This intern will gain valuable experience in all aspects of the management of running an NFP focusing on arts-based programming and dedicated to principles of EDI.</p> <p><i>Interns' duties and projects may not be as listed. These will depend on the needs of the host organization.</i></p>
<b>HOST ORGANIZATION REQUIREMENTS:</b>	<ul style="list-style-type: none"> <li>- Knowledge of French will be a great asset.</li> <li>- Interest in, and knowledge of, the Montreal cultural environment (particularly its experimental and underground scenes) would be useful.</li> <li>- An interest in working in a self-directed way, and on a variety of tasks.</li> <li>- We will prioritize BIPOC and candidates from other traditionally marginalized communities and identities</li> <li>- Experience working with WordPress</li> </ul>
<b>HOURS:</b>	20 hours per week
<b>DATES:</b>	11 weeks starting May 6, 2024. (Dates to be finalized with host organization)
<b>RENUMERATION:</b>	\$3,520 CAD issued to the intern through a Faculty of Arts Internship Award.
<b>HOW TO APPLY:</b>	Students must complete the online Arts Internship Application Form available on the AIO website: <a href="https://www.mcgill.ca/arts-internships/internships/postings">https://www.mcgill.ca/arts-internships/internships/postings</a>
<b>APPLICATION DEADLINE:</b>	<b>February 11, 2024</b>
<b>ELIGIBILITY:</b>	<ul style="list-style-type: none"> <li>- Full time McGill Faculty of Arts students (B.A., B.A &amp; Sc., BSW, B.Th., M.A., MSW, MIS)</li> <li>- Minimum CGPA of 2.7*</li> <li>- Returning to McGill in the same program in the fall semester following the internship</li> <li>- Fulfill Faculty of Arts requirements as outlined in the Interns Handbook <a href="https://www.mcgill.ca/arts-internships/resources">https://www.mcgill.ca/arts-internships/resources</a></li> <li>- Provide proof of medical insurance for duration of internship</li> </ul>

<b>COSTS:</b>	The intern is responsible for all costs associated with the internship including transportation, accommodations, etc.
<b>TRAVEL REQUIREMENTS:</b>	<a href="#">Pre-Departure Orientation</a> is mandatory for students applying to internships that require travel outside of Canada. You will be required to download the certificate of completion in your application.
<b>TRAVEL ARRANGEMENTS:</b>	Preparing travel arrangements to and from the internship host organization is the responsibility of the intern.
<b>ACCOMMODATIONS:</b>	Finding suitable lodging during the internship is the responsibility of the intern.
<b>ENTRY REQUIREMENTS:</b>	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. <u>The intern is responsible for acquiring all necessary documents in time for the beginning of their internship.</u>

**Please Note:**

*\*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.*

*We will get back to you shortly after the deadline if you are selected 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). Students who do not receive offers will be notified on a rolling basis as decisions are made.*