



# Internship Opportunity with FESTIVAL ACCES ASIE Summer 2024

<b>POSITION:</b>	Festival Intern
<b>LOCATION:</b>	Montreal, Quebec. <b>In person</b>
<b>DESCRIPTION OF HOST ORGANIZATION:</b>	Festival Accès Asie is a Montréal-based arts festival that promotes Asian arts, cultures, and histories through a diversity of artistic disciplines including the visual arts, dance, theatre, video, film, music, comedy, poetry, literature, performance, new media, and culinary arts. 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).
<b>INTERN'S DUTIES AND RESPONSIBILITIES:</b>	<p>Under the supervision of the Managing Director, the intern will focus on three main areas of the functions the festival:</p> <ul style="list-style-type: none"> <li>- <b>Front of House:</b> <ul style="list-style-type: none"> <li>o processing ticketing information</li> <li>o greeting and assisting guests</li> <li>o processing merchandise sales</li> </ul> </li> <li>- <b>Event Coordination:</b> <ul style="list-style-type: none"> <li>o help set up in various venues</li> <li>o ensure artists have their needs met</li> <li>o assist with day-to-day festival operations</li> </ul> </li> <li>- <b>Marketing Assistance:</b> <ul style="list-style-type: none"> <li>o Create tiktoks on various events</li> <li>o Suggest social media content</li> </ul> </li> <li>- <b>General Administrative Support can include:</b> <ul style="list-style-type: none"> <li>o document translation</li> <li>o database entry</li> <li>o research</li> </ul> </li> </ul> <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>- Student in development studies, social sciences, economics, and/or similar relevant discipline.</li> <li>- Ability to read, write and speak English and French with proficiency.</li> <li>- Knowledge of MS Office (Word, PowerPoint, Publisher, Excel).</li> <li>- Good organizational, research and analytical skills and able to cope with multi-disciplinary issues.</li> <li>- Good presentation, writing and editing skills and ability to synthesize information and prepare summaries.</li> <li>- Excellent interpersonal and team-work skills and ability to work in a multicultural environment.</li> <li>- Good communication skills.</li> <li>- Integrity/committed to the organization and its mandate.</li> <li>- Students must bring their own laptop.</li> </ul>
<b>HOURS:</b>	Full Time, 35 hours a week
<b>DATES:</b>	6 weeks starting May 1, 2024.
<b>RENUMERATION:</b>	\$3,360 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>COSTS:</b>	The intern is responsible for all costs associated with the internship including transportation, accommodations, etc.
<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> </ul> <p>Provide proof of medical insurance for duration of internship</p>
<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>	<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:**

*\*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. Normally, you will be notified by the end of February. 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.*