

INTERNSHIP OPPORTUNITY WITH ACCESS ASIE – ANNUAL FESTIVAL SUMMER 2021

POSITION:	Festival Intern
LOCATION:	Montreal, Quebec (remote)
DESCRIPTION OF HOST ORGANIZATION:	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).
INTERN'S DUTIES AND RESPONSIBILITIES:	<p>Under the supervision of the festival coordinator, the intern will focus on three main areas of the functions the festival:</p> <ul style="list-style-type: none"> - Marketing & Development: <ul style="list-style-type: none"> o developing and implementing branding & positioning tools, strategies o fundraising coordination, tasks & solicitation o researching, outreaching & networking with cultural communities - Event Coordination: <ul style="list-style-type: none"> o creating artist write-ups, o press kit preparation o Internal and external communication o public relations via phone, e-mail and personal contact - General Administrative Support can include: <ul style="list-style-type: none"> o document translation o database entry o research <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"> - 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.
HOURS:	<p>The working hours in May is 30 hours a week. The month of May during which the program is presented, the hours vary according to the program. There is some evening work involved during the month of May.</p> <p>The month of June work schedule is from Monday to Thursday from 9 to 5 pm.</p>

DATES:	May 3 to July 2, 2021
REMUNERATION:	Successful interns will be issued a \$4,000 Faculty of Arts Internship Award
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:	February 15, 2021. 12:00pm noon EST.
CITIZENSHIP REQUIREMENTS:	-
ELIGIBILITY:	<ul style="list-style-type: none"> - McGill Faculty of Arts students (B.A., B.A & Sc., BSW, B.Th., M.A, MSW) - Minimum CGPA of 2.7 - 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 (under General Resources -> Handbook)
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.