

# Internship Opportunity with KABIR CENTRE FOR ARTS & CULTURE (SAAFF) Summer 2024

<b>POSITION:</b>	Intern for The South Asian Film Festival of Montreal (SAFFMontreal)
<b>LOCATION:</b>	Montreal, QC. <b>In-person internship:</b> intern is expected to intern at the host organization office location.
<b>DESCRIPTION OF HOST ORGANIZATION:</b>	<p>The South Asian Film Festival of Montreal (SAFFM) is presented by the Kabir Centre for Arts and Culture, a charitable organization promoting various art forms and activities such as music, dance, cinema, literature, and poetry. A committee, primarily comprised of volunteers, selects films, and is involved in the outreach, communications, and other aspects of the festival.</p> <p>The festival is in its 13th year and is presented in collaboration with Bibliothèques de Saguenay, with a nascent partnership with Cinémathèque Québécoise. SAFFM aims to offer an eclectic mix of thought-provoking films set in the Indian Sub-continent and its diaspora communities across the world, aiming to entertain, inform and empower the viewers at large. After the pandemic, SAFFM has opted for a hybrid model for the festival (i.e., online and in-cinema screenings).</p> <p>The various themes highlighted in the films are the subject of animated post-screening discussions between the viewers and distinguished panelists, which may include the director or producer of the film. The festival also aims to foster pluralism in Canadian society through the art of cinema, in line with the vision of Kabir Centre, its parent organization.</p>
<b>INTERN'S DUTIES AND RESPONSIBILITIES:</b>	<p><b><u>The position:</u></b></p> <p>Reporting to the Director, SAFFM requires the assistance of interns to perform some duties in programming, communications, and publicity teams. This may include research on other similar festivals; scouting films and advising the programming teams of potential films for consideration; developing a communications strategy, and other tasks as determined by the Director.</p> <p><b><u>What you'll do:</u></b></p> <ul style="list-style-type: none"> <li>• Research and identify similar festivals which have films or approaches of interest, maintaining a database and compiling information for review by the Director</li> <li>• Based on specific guidelines, develop tools for the evaluation of films under consideration</li> <li>• Assist in programming &amp; communicating with the pre-screener and filmmakers</li> <li>• Research, develop and implement communications and marketing strategies</li> <li>• manage communications calendar, including collecting information/content to facilitate promotional campaign</li> <li>• Develop clear communication and documentation guidelines for collaborators/documentarians/organizing committee</li> <li>• Maintain and manage social media platforms (e.g., Instagram, Facebook, Twitter) to increase followers, and brand profile as well as to promote SAFFM2023</li> <li>• Help in developing digital promotional campaigns leveraging Facebook and other social media for SAFFM 2023</li> <li>• Design communications tools (e.g., postcards, banners, presentations)</li> <li>• Identify media persons working (journalists, bloggers) on entertainment and culture beats and engage them in promoting the festival of 2023</li> <li>• Develop and disseminate public relations materials through targeted outreach</li> <li>• Attend the organizational committee meetings, taking notes and disseminating information to the members</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>	<p><b>Desirable Qualifications</b> The ideal candidate will have interest in film, culture, and event promotion, as well as:</p> <p><b>Knowledge qualifications</b></p> <ul style="list-style-type: none"> <li>• Strong research skills, to seek out information, analyze and synthesize</li> <li>• Strong familiarity and facility with word processing tools such as Word and Google Docs, as well as spreadsheet applications such as Excel and Google Docs</li> <li>• Strong written and verbal English language skills, French desirable;</li> <li>• Excellent knowledge of social media platforms including (but not limited to) Instagram, Facebook, Twitter, and others; knowledge of social media analytic tools an asset</li> </ul> <p><b>Competencies</b></p> <ul style="list-style-type: none"> <li>• Motivated, with an ability to work independently as well as part of a team, with strong problem solving and judgment skills</li> <li>• Strong interpersonal and highly developed organizational skills, with the ability to prioritize</li> </ul> <p><b>Assets</b></p> <ul style="list-style-type: none"> <li>• Knowledge of South Asian cultures (India, Pakistan, Bangladesh, Afghanistan, Sri Lanka inter alia, as well as diaspora communities)</li> <li>• Additional languages, such as French and South Asian languages</li> <li>• Experience working with diverse stakeholders, including equity-seeking groups, and familiarity with multiculturalism</li> </ul> <p><b>Position Rewards</b></p> <ul style="list-style-type: none"> <li>• Gaining insight and experience with a community-run organization managing a multifaceted, complex event</li> <li>• Certificate of internship</li> <li>• Letter of appreciation/ reference</li> <li>• Festival pass for 2023 SAFFMontreal</li> </ul>
<b>HOURS:</b>	15 hours per week
<b>DATES:</b>	11 weeks starting May 6, 2024.
<b>RENUMERATION:</b>	\$2,640 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.

**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.*