

## INTERNSHIP OPPORTUNITY WITH KABIR CENTRE FOR ARTS & CULTURE

<b>POSITION:</b>	Internship in Market Development for a not-for-profit Arts Centre (2 positions)
<b>LOCATION:</b>	25 rue de la Commune East, 2 <sup>nd</sup> floor, Montreal (remote)
<b>DESCRIPTION OF HOST ORGANIZATION:</b>	<p>Kabir Centre for Arts &amp; Culture (<a href="http://www.centrekabir.com">www.centrekabir.com</a>) is a not-for-profit arts centre focusing on South Asian Classical Arts. In addition to various activities related to Classical Music, Classical Dance, Poetry and Literature, a major activity of the centre is SOUTH ASIAN FILM FESTIVAL OF MONTREAL.</p> <p>The South Asian Film Festival of Montreal (SAFFMontreal) takes place annually in the fall season. A committee, primarily comprised of volunteers, selects films and is involved in the outreach, communications, and other aspects of the Festival. The Festival is in its 11th year, and is presented in collaboration with the Bibliothèques de Saguenay, with a nascent partnership with Cinémathèque Québécoise. SAFFMontreal 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. Due to the pandemic, SAFFMontreal took place online in 2020; the venue of Festival 2021 has yet to be determined.</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 the 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>INTERNSHIP IN THE PREPARATION OF A FILM FESTIVAL</p> <p><b><u>The position:</u></b> Reporting to the Director of the festival, and in advance of the Festival, SAFFMontreal requires the assistance of up to two interns to lay some of the groundwork for the programming, communications, and publicity teams. This may include research on other similar festivals and their modus operandi, tools, and approach; 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>● Research and develop potential communications and marketing strategies for review and implementation, including building links with Cegeps and universities and local communities</li> <li>● Other duties as required</li> </ul> <p><b><u>Position Rewards:</u></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 2021 SAFFMontreal</li> </ul>
<b>HOST ORGANIZATION'S REQUIREMENTS:</b>	<p>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;</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 <i>inter alia</i>, as well as diaspora communities)</li> <li>● Additional languages, such as French and South Asian languages an asset</li> <li>● Experience working with diverse stakeholders, including equity-seeking groups, and familiarity with multiculturalism</li> </ul>
<b>HOURS:</b>	150 hours in total with hours per week being flexible 15 hours per week
<b>DATES:</b>	<b>10 weeks from June 28<sup>th</sup>, 2021</b>
<b>REMUNERATION:</b>	\$2,500 issue to successful 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/application">https://www.mcgill.ca/arts-internships/internships/postings/application</a>
<b>DEADLINE TO APPLY:</b>	<b>February 15, 2021. 12:00pm noon EST.</b>
<b>CITIZENSHIP REQUIREMENTS:</b>	None
<b>ELIGIBILITY:</b>	<ul style="list-style-type: none"> <li>- McGill Faculty of Arts students (B.A., B.A &amp; Sc., BSW, B.Th., M.A, MSW)</li> <li>- Minimum CGPA of 2.7</li> <li>- Returning to McGill in the fall semester following the internship</li> <li>- 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> (under General Resources -&gt; Handbook)</li> </ul>
<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:**

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.*