

## Internship Opportunities with REGENT PARK FILM FESTIVAL Summer 2024

<b>POSITIONS:</b>	<b>Operations &amp; Logistics Intern</b>
<b>LOCATION:</b>	Toronto, ON - Regent Park neighbourhood (hybrid work)
<b>DESCRIPTION OF HOST ORGANIZATION:</b>	<p>Regent Park Film Festival (RPF) is an award-winning, community-based, non-profit organization, and Toronto’s longest-running, free community film festival.</p> <p>RPF’s mission is two-fold: to amplify and center marginalized communities and their stories, providing a platform for the work of emerging and established artists, while opening up access to the film and television industry; and to ensure art is free and accessible to everyone, regardless of financial status.</p> <p>Showcasing local and international works from and about Black, Indigenous and People of Colour (BIPOC) communities, RPF presents films of all genres that resonate with and relate to the diverse lived experiences of BIPOC communities: films that provide opportunity for in-depth, nuanced discussions, as well as uplifting and joyful films which have a significant impact on a community’s growth and prosperity.</p> <p>Founded in 2003 when Regent Park was Canada’s oldest public housing neighbourhood, RPF has remained true to its mission to make art, creativity, and storytelling accessible to everyone, regardless of financial status. While the neighbourhood has evolved and margins are shifting, RPF works within this dynamism to honour its history and the communities it’s collaborated with throughout the years.</p> <p><a href="http://www.rpf.ca">www.rpf.ca</a>   <a href="https://www.instagram.com/RegentParkFilm">@RegentParkFilm</a></p>
<b>INTERN’S DUTIES AND RESPONSIBILITIES:</b>	<p>Interns will participate in the planning, marketing, and execution of RPF’s annual summer film screening series Under the Stars (UTS), taking place every Wednesday evening in July, and will require some late-night work to help with the event.</p> <ul style="list-style-type: none"> <li>● Assist in volunteer recruitment and scheduling</li> <li>● Assist in securing A/V and other event rentals</li> <li>● Assist in creating event run-of-shows and other event coordination and production tasks</li> <li>● Assist in working with external partners</li> </ul>
<b>HOST ORGANIZATION REQUIREMENTS:</b>	<ul style="list-style-type: none"> <li>● Hybrid work environment, however, the intern will be required to work in-person at the office on event days and for other important planning days</li> <li>● Well organized, take direction and displays initiative</li> <li>● Strong team player with a demonstrated ability to work independently</li> <li>● Proficient in Google Workplace: Gmail, Gchat, Google Docs, Google Sheets, etc.</li> <li>● Knowledge of social media platforms and Canva (Adobe Creative Suite is a plus)</li> <li>● Interest and experience in film, communications, marketing and outreach, events</li> <li>● Has an ability to communicate well and is curious and open to new ideas</li> <li>● Familiarity and experience with theory and practice of equity and anti-oppression</li> <li>● Experience organizing with community-based groups and/or nonprofits supporting BIPOC communities</li> </ul>

<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>HOURS:</b>	Full-time, 35 hours a week
<b>DATES:</b>	12 weeks between May 13 to August 2, 2024
<b>RENUMERATION:</b>	\$ 6,720 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>ACCOMMODATIONS:</b>	Finding suitable lodging during the internship is the responsibility of the intern.
<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>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.*