

INTERNSHIP OPPORTUNITY WITH REGENT PARK FILM FESTIVAL SUMMER 2021

POSITION:	Outreach & Logistics Intern
LOCATION:	Toronto, Regent Park (remote)
DESCRIPTION OF HOST ORGANIZATION:	<p>Created in 2003, RPFF is Toronto's longest running free film festival and is the sole community film festival in Canada's largest and oldest public housing neighbourhood. RPFF is dedicated to showcasing local and international independent works relevant to the key communities we serve: Black, Indigenous and People of Colour (BIPOC) communities, people who are low-income, people who live in public housing, and Regent Park residents. The films we present reflect key themes such as, immigration, urban issues, race, gender and cultural identity. RPFF's mandate is to organize free year-round screenings, panel discussions, professional training and an annual film festival.</p> <p>http://www.regentparkfilmfestival.com/</p>
INTERN'S DUTIES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> - Assist in the execution of the outreach strategy by updating and maintaining community outreach database and liaising with community agencies - Implementing social media strategies - Assist with coordinating adjunct programming by confirming partnerships with community organizations, communicating logistics and nurturing relationships - Engaging in research, contact and data management - Recruit and train youth volunteers and oversee the volunteer team each week at Under the Stars (if in person) - Assist with key administrative tasks in the (virtual) office <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"> - Well organized and proactive. - Strong written and verbal communication skills - Ability to organize information into accessible and usable systems - Proficient in Google Drive and related applications, some knowledge of Photoshop or Canva is preferred. - Has an ability to take direction, and displays initiative. - Comfortable with approaching and engaging new people. - Familiarity and experience with theory and practice of social justice and anti-oppression. - Experience organizing with community based groups and/or nonprofits - Understanding of equity and access in the arts
HOURS:	32 hours a week (4 days a week, 8 hours a day)
DATES:	Friday, June 4 2021 to Friday, August 27 2021
REMUNERATION:	Successful intern will receive a Faculty of Arts Internship Award \$5,700
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:	None.
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

	<ul style="list-style-type: none"> - 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)
COSTS:	The intern is responsible for all costs associated with the internship including transportation, accommodations, etc.
TRAVEL ARRANGEMENTS:	Preparing travel arrangements to and from the internship host organization is the responsibility of the intern.
ACCOMMODATION:	Finding suitable lodging during the internship is the responsibility of the intern.
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.