



Internship Opportunity with VEHICULE PRESS Summer 2024

POSITION:	Intern
LOCATION:	Montreal, QC. Hybrid internship: intern is expected to attend a number of in-person events but will work remotely the rest of the time.
DESCRIPTION OF HOST ORGANIZATION:	Since 1973 Véhicule Press has published award-winning poetry, fiction, essays, translations, and social history. http://www.vehiculepress.com
INTERN'S DUTIES AND RESPONSIBILITIES:	The intern would work under the supervision of the publishing staff to provide general support to the publishing and editing operations at Véhicule. <i>Interns' duties and projects may not be as listed. These will depend on the needs of the host organization.</i>
HOST ORGANIZATION REQUIREMENTS:	<ul style="list-style-type: none"> - Knowledge and interest in English Literature and creative writing - Interest in publishing and the editing process - Asset: Knowledge of Adobe Creative Suite Programs, web development and social media - Preference will be given to English students eligible to receive internship credit through ENGL 498
HOURS:	20 hours per week
DATES:	11 weeks starting May 6, 2024.
RENUMERATION:	\$ 3,520 CAD issued to the intern through a 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:	February 11, 2024
ELIGIBILITY:	<ul style="list-style-type: none"> - Full time McGill Faculty of Arts students (B.A., B.A & Sc., BSW, B.Th., M.A., MSW, MIS) - Minimum CGPA of 2.7* - Returning to McGill in the same program in the fall semester following the internship - Fulfill Faculty of Arts requirements as outlined in the Interns Handbook https://www.mcgill.ca/arts-internships/resources - Provide proof of medical insurance for duration of internship
COSTS:	The intern is responsible for all costs associated with the internship including transportation, accommodations, etc.
TRAVEL REQUIREMENTS:	Pre-Departure Orientation 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.
TRAVEL ARRANGEMENTS:	Preparing travel arrangements to and from the internship host organization is the responsibility of the intern.
ACCOMMODATIONS:	Finding suitable lodging during the internship is the responsibility of the intern.
ENTRY REQUIREMENTS:	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>
CITIZENSHIP REQUIREMENTS:	N/A

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.