

Carleton University Film Studies
Available Practicum & Internship Positions Fall 2023-Winter 2024
Last Updated August 3, 2023

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FILM FESTIVALS

Asinabka Festival (<https://asinabkafestival.org/>)

The Asinabka Film & Media Arts Festival is an Indigenous-run, artist-centred, not-for-profit organization that showcases contemporary and innovative Indigenous arts. Festival: Aug 10-1, 2022 & Snowscreen winter event in February.

Supervisors: Howard Adler & Chris Wong

- **Positions available:** Fall: 1 grad; Winter: 1 grad
- **Tasks:**
 - Assist the programming team with planning for festival events
 - Organizing digital media & digital archives
 - Editing content for the festival website
 - Assistance with grant writing/reporting
 - Assist with graphic design for events (posters etc)

Inside Out: Ottawa 2SLGBTQ+ Film Festival (www.insideout.ca)

Inside Out is a not-for-profit registered charity that for over three decades has brought Toronto's 2SLGBTQ+ community together in celebration of the best queer film from Canada and around the world. Through our annual Festivals in Toronto and Ottawa, our filmmaker initiatives, youth engagement and year-round events and screenings, Inside Out is engaged every day in challenging attitudes and changing lives. In 2022, we are thrilled to be returning to Ottawa with a hybrid festival experience offering both digital and in-person programming.

Festival dates: Oct. 6-8, 2023

Supervisor: Kelsey Butt
Contact: Jayne Schneider

- **Positions Available:** Fall: 1 undergrad/grad
- **Tasks:**
 - Your work will support all areas of festival operations. You will create a specific work plan with the Festival Operations and Events Manager at your first work session with them. Responsibilities include:
 - Assisting with coordination of festival volunteers, including: outreach, recruitment, communication, and admin tasks as needed
 - Assisting with developing festival operations documents (festival manual, training and communications) for use by staff and volunteers leading up to and during the festival
 - Supporting with live-event execution including set-up and take down
- **Requirements:**
 - Excellent communication and people skills
 - Ability to work independently at home (on your own computer with internet)
 - Good time management skills, ability to multi-task
 - Proficiency in Google Docs and Microsoft Office including Excel
- **Assets:**
 - French/English bilingualism is an asset
 - Prior experience working in the 2SLGBTQ+ and/or arts community (volunteer experience will be taken into account)
- **Work Environment**
 - You will be working in Ottawa and collaborating with Toronto staff online in the weeks leading up to the Festival so a computer and good internet connection will be required. All the software (online platforms) and accompanying training will be provided by Inside Out. Inside Out staff will arrive in Ottawa a few days before Festival and you will work in-person at the venue until the end of the Festival.
 - Inside Out follows all COVID safety protocols and we will continue to be sensitive to staff safety concerns. We don't want anyone to work in a way that does not feel safe to them and we will make the appropriate accommodations.

The Ottawa International Animation Festival (<https://www.animationfestival.ca/>)

The Ottawa International Animation Festival (OIAF) is one of the world's leading animation events providing screenings, talks and entertainment since 1976. OIAF is an annual five-day event bringing art and industry together in a vibrant hub. This year the event is taking place in Ottawa from September 20-24, 2023.

Supervisor: Chris Robinson and Kelly Neall

- **Positions available:** Fall: 2+ undergrad/grad; Winter: 1 undergrad, 1 grad.

- **Tasks:**

Fall Term

Jury Coordinators: Each is assigned to either the Short Film or Feature film juries. They take them out for meals, ensure they stick to their schedule, take notes and help out when needed.

It's an intense week but they can do the whole thing done in one go.

Hours:

Saturday, September 15 - all day 7 hours

Wednesday, September 20 - all day + (Assisting at the business conference TAC and then jury work at 5pm onward) 12hours

Thursday, September 21 - all day (Mostly jury work but they could do other tasks) 12hours.

Friday, September 22 - all day (Mostly jury work but they could do other tasks) 12hours.

Saturday, September 23 - all day (Mostly jury work but they could do other tasks) 12hours.

Sunday, September 24 - optional - they can come and help if they want.

For their essay - sometimes students have profiled one of the jury members.

Other Positions: We can also accommodate other students who might like to help with The Animation Conference and our other industry programming. They would assist with all aspects of our industry conference at the Chateau Laurier and other events throughout the Festival. The hours would be similar. For more info: <https://www.animationfestival.ca/volunteer/>

Winter Term

Researcher/curators: working on and programming.

Digi60 Filmmakers' Festival (<http://www.digi60.org/>)

Digi60 is a filmmakers' festival that has been around for 19 years, widely respected in the Ottawa arts community and gearing up for an exciting season. We support the professional development of filmmakers in Ottawa through screenings, networking opportunities, panels and workshops. Our festival takes place at the Ottawa Art Gallery and Arts Court (downtown Ottawa) and is Dec 15-17, 2023 (applicants must be available during this time).

Supervisor: Emily Ramsay / Derek Price

- **Positions available:** Fall: 1 undergrad/grad; Winter: 1 undergrad/grad
- **Tasks:** In the past we have created a specific project with the student's needs and desires in mind. However, we also have some video projects that we would like to pursue this year include profile filmmaker videos and mini-docs, as well as event specific activities. This role will work closely with the Festival Assistant, Communications Assistant and the Technical Director.

- **Skills:** The student should have some proficiency with shooting and editing film, and should be open to flexible / hybrid work environments, operating around the student's schedule - mostly virtually. Majority of work is performed between October 1 and Dec 17.

International Film Festival of Ottawa (<https://www.iffoc.ca/>)

Showcasing 30 of this year's best feature films, plus 30 new Canadian short films, special programs, and filmmaker talks, IFFO brings international festival films to Ottawa cinephiles. At this year's Screen Summit, IFFO introduces the Ottawa film industry to producers and filmmakers from across Canada and the globe! Get ready to experience a new kind of film festival, from your trusted friends at the Canadian Film Institute, in Ottawa (in person), March 13-24, 2024.

Supervisor: Tom McSorley

- **Positions available:** Fall: 1 undergrad, 1 grad; Winter: 1 undergrad, 1 grad
- **Tasks:**
 - Fall: Work on programming and archival film event SAVE AS
 - Winter: Work on festival logistics and promotions

FILMMAKER ORGANIZATIONS

Digital Arts Resource Centre (<https://digitalartsresourcecentre.ca/>)

A not-for-profit, artist-run media art centre that fosters the growth and development of artists through access to equipment, training, mentorship, and programming. Our mission is to support a diverse community of media artists empowered by technology, programming and the exchange of ideas.

Supervisor: Emily Ramsay

- **Positions available:** Fall: 1 grad, 1 undergrad, Winter: 1 grad, 1 undergrad
- **Tasks:** We are looking for interns who will assist the programming
- team with all dealings related to exhibitions, performances, screenings and education/master classes at the Centre. We have detailed safety protocols in place for any in-person work, and we successfully and busily pivoted into remote working options as well.

NYCE Image Productions (<https://www.nyceimageproductions.com/>)

Founded by three brothers with a passion for the creation of innovative visual storytelling, our company specializes in the production of innovative visual stories that help our clients connect with their audience through great storytelling. We help government agencies, small to medium-sized enterprises, and from local businesses to multinational corporations tell their stories with innovative visual content. The company's team of creative filmmakers, directors,

cinematographers, videographers, designers, audio editors and animators are fully equipped to bring your project to life through great storytelling.

Supervisor: Deidre Jess

- **Positions available:** Winter: 1 grad, 2 undergrad
- Indicate which position(s) you would like to be considered for:

Video Editor

- Edit and assemble recorded raw material into a suitable, finished product. (The material may include camera footage, dialogue, sound effects, graphics and special effects.)
- Digitally splicing film and video and synchronizing them into one rough cut file.
- Assemble raw footage and transfer or upload to a computer.
- Capture studio-quality photographs and video
- Correct lighting, coloring and faulty footage
- Work with and collaborate with our creative teammates.
- Follow the company's brand guidelines, Inputting graphics to enhance footage.
- Present to senior management, voice-overs, Inputting sound to enhance footage, which may include selecting music and writing.
- **SKILLS REQUIRED:** Proficient in Adobe Premiere Pro, Da Vinci & After Effects.

Camera Operator

- Assemble and set up equipment.
- Plan, prepare & set up for video shoots.
- Follow camera scripts.
- Creatively frame and capture action.
- Respond quickly to directions.
- Communicate with lighting and technical staff.
- **SKILLS REQUIRED:** Ability to carry heavy equipment, previous camera & lighting experience, multi-tasking, sound & some video editing skills.

Grant Writer/ Researcher

- Research and Identify grants and funding opportunities or partnerships available.
- Prepare grant proposals in a timely manner.
- Develop budgets, timelines, work plans, and other required documents.
- Make presentations and secure letters of support as needed.
- Maintain a system to track projects and grant applications, including deadlines, application requirements, budgets, and reporting requirements:
- Manage multiple grant applications simultaneously and ensure that all are submitted on time.
- Able to prepare comprehensive reports to satisfy the needs of various agencies.
- Perform other duties as may be assigned from time to time.
- **SKILLS REQUIRED:** Exceptional organizational skills, writing skills, computer applications expertise, e.g. MS Office, Excel, Power Point, Adobe Pro, etc. Excellent

time management, detail oriented, skilled at multitasking & some knowledge of marketing/ advertising.

ARCHIVES

Audiovisual Resource Centre, Carleton University (<https://carleton.ca/avrc/>)

Resource center for Film Studies, Art and Architectural History, and Music in St. Patrick's building. Has extensive collection of Blu-rays, DVDs, VHS, 16mm films, and Laserdiscs, as well as slides, records, books, periodicals.

Supervisor: Nancy Duff.

- **Positions available:** Winter: 1 undergrad or grad.
- **Skills:** An interest in the technical and physical aspects of video and film media.
- **Tasks:**

4th Year Position: Assistance with the physical re-organization and evaluation of the School's film Collections. The student will learn about collection management issues specific to audio-visual material and become familiar with the content of a valuable and significant audio-visual collection.

Specific tasks:

- Review 16mm films and provide detailed information about physical condition of film using online form provided. Provide detailed notes for updating film records to reflect any information gleaned while working with the physical prints.
- Analogue to digital transfer of films may also be requested.

MA position: Assistance with the physical re-organization and evaluation of the School's film Collection. Analysis of contents and comparison with holdings in other Canadian institutions. The student will learn about collection management issues specific to audio-visual material and become familiar collection holdings in audio-visual/film collections across the country.

Specific tasks:

- Review 16mm films and provide detailed information about physical condition of film using online form provided. Update film records to reflect any information gleaned while working with the physical prints.
- Research related collection holdings at other Canadian archives and collecting institutions and write a report outlining any findings from collection content analysis and collection holdings research.
- Create records for collection of South African material transferred from tape in local database.
- Analogue to digital transfer of films may also be requested.