

**Carleton University Film Studies**  
**Available Practicum & Internship Positions Fall 2024-Winter 2025**  
Last Updated July 17, 2024

**FILM FESTIVALS**

- Asinabka Festival
- ~~Inside Out Ottawa~~ (placements will resume 2025-26)
- Ottawa International Animation Festival
- Digi60 Filmmaker's Festival
- International Film Festival of Ottawa

**FILMMAKER ORGANIZATIONS**

- Digital Arts Resource Centre
- NYCE Image Productions

**ARCHIVES**

- Audiovisual Resource Centre, Carleton University

**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 6-11, 2024 & 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](http://www.insideout.ca))

**Placements on pause for 2024-25**

~~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.~~

Festival Dates:

Supervisor: ~~Kelsey Butt~~  
Contact: ~~Jayne Schneider~~

**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, exhibits, workshops and entertainment since 1976. Attracting artists, producers, students and animation fans from around the globe, the OIAF brings together art and industry to experience world-class animated works. This year's OIAF runs from September 25 to September 29.

**Fall Term**

**Come and be a member of the team at Ottawa's largest film festival as a Jury Coordinator!**

**Jury Coordinator**

This is an intensive 7 day placement that runs from Saturday, September 21 to Sunday, September 29. The OIAF needs two interns to work with either the Short Film or Feature film juries.

See who this year's international juries are here:  
<https://www.animationfestival.ca/festival/> (scroll down)

**You attend screenings with the jury, take them out to meals and help them deliberate. When you aren't with the jury, you'll be helping out at the Festival getting a taste of what its like behind-the-scenes. Don't miss out on this career-building experience.**

*Other Positions:* Interested in producing? 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 National Arts Centre and other events throughout the Festival. The hours would be similar.

**Winter Term**

*Researcher/curators*

*Assist with aspects of programming and logistics on OIAF 2025 and IFFO - The International Film Festival of Ottawa happening March 13-24.*

**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 XXX (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).

Festival Dates: March 12-23, 2025

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 / Salem Maskell

- **Positions available:** Fall: 1 grad, 1 undergrad, Winter: 1 grad, 1 undergrad
- **Tasks:** Working with the Engagement and Mobilization Manager, DARC looking for interns who will assist with content creation, including short form video creation and interactive media, relating to the Centre's exhibitions, performances, screenings and

education/master classes. Tasks can also include supporting the social media, programming and tech teams to design and implement communications campaigns and content. Co-op placement would be performed on site and can include evening or live event capture. Co-op students completing their hours at DARC will have access to DARC's equipment library and professional development workshops at no cost during their placement.

### **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:** Fall: 1 undergrad or grad; Winter: 1 undergrad or grad
- **Skills:** detail oriented with 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 as well as some data entry.

*MA position:* Assistance with the physical re-organization and evaluation of the School's film collection and the addition of authority records to our collections database. 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 authority records for works and creators in our collections database.
- Analogue to digital transfer of films may also be requested.