

Carleton University Film Studies
Available Practicum & Internship Positions Fall 2022-Winter 2023
Last Updated July 28, 2022

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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 10-14, 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: Nov 10-13, 2022.

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.

Ottawa International Animation Festival (OIAF) (<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. 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 21-25, 2022.

Supervisor: Kelly Neal

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

Fall

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 the whole thing done in one go.

Hours:

Saturday, September 17 - all day 7 hours

Wednesday, September 21 - all day + (Assisting at the business conference TAC and then jury work at 5pm onward) 12hours

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

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

Saturday, September 24 - all day (Mostly jury work but they could do other tasks) 12hours.

Sunday, September 25 - 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/festival/volunteer/>

Winter

Researcher/curators: working on the Canadian Animation Directory and programming.

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

Digi60 is a filmmakers' festival that has been around for over 14 years, widely respected in the Ottawa arts community and gearing up for an exciting season. Fall festival is Dec 16-18, 2022.

Supervisor: Emily Ramsay

- **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 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.

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

Showcasing 27 of this year's best feature films, plus 27 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 9-20, 2022.

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 (formerly SAW Video) (<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: Annette Hegel

- **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.

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:** 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 VHS and 16mm 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 VHS tapes for content, research availability of titles for purchase on DVD/Blu-ray formats
- 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 16mm films and VHS tapes may also be requested.

MA position: Assistance with the physical re-organization and evaluation of the School's NFB 16 mm 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 with NFB productions and 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. Create lists of subject tagging terms while reviewing film for possible inclusion in film database. 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.
- Analogue to digital transfer of 16mm films may also be requested.