**Carleton University Film Studies**

**Available Practicum & Internship Positions 2016-2017**

Last Updated August 12, 2016

ARCHIVES & MUSEUMS

* Canadian War Museum
* Carleton Audiovisual Resource Center

FILM FESTIVALS

* Canadian Film Institute
* InsideOut Ottawa LGBT Film Festival
* One World Film
* Ottawa International Animation Festival

PRODUCTION RELATED

* GAPC Entertainment
* Independent Film Co-operative of Ottawa
* Ottawa Film Office
* Parktown Studios
* SAW Video Media Art Centre
* Say Ten Productions
* Skyward Kick Productions

ARCHIVES & MUSEUMS

**Canadian War Museum** (http://www.warmuseum.ca/)

Canada’s national museum of military history and one of the world’s most respected museums for the study and understanding of armed conflict. In total, the collection comprises more than 3 million artifacts, specimens, works of art, written documents and sound and visual recordings.

* **Positions available:** Fall: 1 undergrad/grad; Winter: 1 undergrad/grad
* **Tasks:** Descriptive cataloguing of Canadian War Museum archives’ collection of films and videos. Cataloguing training will be provided (cataloguing format used by CWM’s archives). Data entry training will be provided for transfer of hard copy cataloguing into online database (if time permits).
* **Skills:** Strong writing skills (spelling, grammar, concise descriptions); research skills; ability and willingness to work independently; Asset: Knowledge of Canadian military history (major conflicts, battles), service units and sub-units (Army, Navy, Air Force) and equipment (vehicles, aircraft, navy vessels)

**Carleton Audiovisual Resource Center (AVRC)** (http://ssac.carleton.ca/)

Resource center for Film, Art History, and Music. Has extensive collection of 16mm films, Laserdiscs, and DVDs, as well as slides, records, books, periodicals.

* **Positions available:** Fall: 0; Winter: 1 undergrad + 1 grad
* **Tasks:**
  + *4th year position:* Assistance with the physical re-organization and evaluation of the School’s 16mm film Collection. 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.
  + *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 collection institutions across the country.
* **Skills:** An interest in the technical and physical aspects of video and film media.

FILM FESTIVALS

**Canadian Film Institute (CFI)** (http://www.cfi-icf.ca/)

The Institute presents a regular public programme of contemporary, historical, and international cinema in the National Capital region, presented in various venues across Canada's capital city of Ottawa. It also curates and circulates a number of its film series to various cinémathèques in other cities across Canada.

* **Positions available:** Fall: 2 undergrad + 1 grad; Winter: 2 undergrad + 1 grad
* **Tasks:** Writing programme notes on films and film festivals, helping to organize public film screenings at various venues (including the River Building Theatre at Carleton), media (and social media) outreach work, as well as generating and updating content on the Canadian Film Institute website.
* **Skills:** Strong writing skills.

**InsideOut Ottawa LGBT Film Festival** (http://www.insideout.ca/initiatives/ottawa)

Annual lesbian, gay, bisexual, and transgender film festival held at the Bytowne. Festival runs November 10-13, 2016.

* **Note:** Will likely have positions in the fall semester. I haven't received descriptions of the positions yet.

**One World Film Festival** (http://oneworldfilmfestival.ca/)

Festival promoting documentary film making for human rights causes. Festival runs September 29-October 2, 2016.

* **Positions available:** Fall: 1-2 undergrad/grad; Winter: 0
* **Tasks:** Communications, publicity, and outreach leading up to and during the festival. Help putting on the festival, which runs September 29-October 2. Note: All or most of the work will need to be completed in the weeks leading up to and during the festival. The student must be available during the festival dates.
* **Skills:** Strong communications and social media skills.

**Ottawa International Animation Festival (OIAF)** (https://www.animationfestival.ca/)

Every September, the Ottawa International Animation Festival presents the world’s most cutting-edge, quirky and important animation — and transforms Ottawa into the centre of the animation universe. Festival runs September 21-25.

* **Positions available:** Fall: 6 undergrad/grad; Winter: 1 undergrad/grad
* **Tasks:** 
  + **Fall: Jury coordinators** (2 positions): Personal assistants to jury; responsible for coordinating schedules, meals and escorting to screenings; Skills: Good organization skills, people skills, note-taking, able to work under pressure, strong interest in animation.
  + **Fall: TAC Assistant** (2 positions): Assistant to The Animation Conference and Workshop Director – responsible for assisting with panels and workshops, keynote speeches, answering questions about the Festival; will work with producers, directors and animation filmmakers. Skills: Must be able to take instructions, fast-learner, tech skills are a bonus, able to take initiative. Interest in the business of animation.
  + **Fall: Photographer** (1 position)
  + **Fall: Assistant to Managing Director Kelly Neall** (1 position)
  + **Winter** (1 position): Grant writing; working on outreach program, such as running animation workshops in United Way community houses
* **Note:** Fall workers will likely have to work around the clock during the festival, September 21-25.

PRODUCTION RELATED

**GAPC Entertainment** (http://www.gapcentertainment.com/)

Television production company. Creates everything from television specials, series, and documentaries, to docu-dramas, children’s programs, performing arts, and biopics.

* **Positions available:** Winter only: 1-2 undergrad/grad
* **Tasks:** Development - help the company prepare to pitch a project to broadcasters, may include research, interviewing doc subjects, etc.; If a project is greenlit, student will get hands-on opportunity with the production process. Note: **Requires 10-20 hours of work per week for 5-9 weeks**.
* **Skills:** Strong research, organizational, and communication skills (written and oral).

**Independent Film Co-operative of Ottawa (IFCO)** (http://www.ifco.ca/)

A centre for artists who express their ideas, values and experiences using the medium of film. IFCO provides, on a co-operative basis, training, facilities, equipment, funding, information resources and means to exhibit work.

* **Positions available:** Fall: 1 undergrad/grad; Winter: 1 undergrad/grad
* **Tasks:** Social media promotion (Twitter, Facebook, Instagram); Research for activities and programs; Administrative support to Executive Director or Technical Coordinator; Marketing, outreach, promotion
* **Skills:** MS Word and Excel; Basic Photoshop or InDesign; Great communication skills; Access to a laptop and mobile phone (Android or iPhone); Appreciation for analogue filmmaking

**Ottawa Film Office** (http://www.ottawafilmoffice.ca/)

Focuses on the continued development, retention, competitiveness and enhancement of the city’s film, television and digital media industry. In addition, it facilitates the issuance of various filming permits and other municipal requirements as well as promotes the region as a preferred destination for film, television and digital media production.

* **Positions available:** Fall: ? undergrad/grad; Winter ? undergrad/grad
* **Tasks:** See "Film Office Services" attachment and identify which services you're most interested in helping provide. Some possibilities include: creating a photographic "look book" of Ottawa neighborhoods to attract productions; helping location scouts secure permits to shoot in Ottawa; researching American film production companies; etc.
* **Skills:** Depends on the tasks. Assets: Photographic skills; WordPress coding

**Parktown Studios** (http://parktown.ca/)

Production and equipment rental company. Produces commercials, PSAs, music videos, feature films, etc. A well equipped rental department that regularly caters to industry professionals.

* **Positions available:** Fall: 5 undergrad/grad; Winter: 5 undergrad/grad.
* **Tasks:** Students at Parktown will have the opportunity to become familiar with industry-standard equipment as they will be expected to assist the rental department in maintaining our studio and all of the gear in it. A typical day on the job will include: facilitating equipment rentals, prepping/testing gear, and general office work. On-set or post-production work may become available to students if the need arises.
* **Skills:** We will be happy to consider students who are interested in, or have backgrounds in: Film, Videography, Photography; Production Management/Coordination; Animation, Motion Graphics, Graphic Design; Accounting/Bookkeeping; Sales, Marketing, Communications. Candidates with some experience are preferred, but not mandatory. We’re looking for well-motivated people.

**SAW Video Media Art Centre** (https://www.sawvideo.com/)

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.

* **Positions available:** Fall: 1 undergrad + 1 grad; Winter: 1 undergrad + 1 grad
* **Tasks:**
  + **Undergrad Fall:** Help with fundraising, promotion and execution of events related to our 35th anniversary.
  + **Grad Fall:** Assist with preparation of new Spotlight essay on website; help Programming Coordinator with artists’ submissions; assist with archival database; and assist staff with programming, communications, and jurying of grant applications.
  + **Undergrad/Grad Winter:** Assist with preparations to move to new space; help us to declutter, divest of furniture, assist with programming events, and continue with work on the tape archive, etc.

**Say Ten Productions** (https://vimeo.com/saytenproductions)

Production company. Filmmaking, photography, music videos, corporate.

* **Positions available:** Fall: 1 undergrad + 1 grad; Winter 1 undergrad + grad 1
* **Tasks:**
  + **Undergrad:** Website maintenance & content creation; Market research; Brand transition; Stock footage research; Advertising, blogging, social media; Editing; Production Assistance; Film festival submissions, support, partnerships (in conjunction with Digi60 Filmmakers' Festival)
  + **MA:** RFP research, applications, scheduling & strategy; Grant writing, research, applications & strategy; Research and pitching of YouTube content; Copy editing; Marketing; Podcasting; Advertising, blogging, social media; Production Assistance; Editing
* **Skills:** Willingness to learn; Written communication skills; Computer skills; Mobile work solution (laptop); Deadline and detail oriented; Adobe Premiere, Illustrator and Photoshop a bonus; STP often works with several women-focused not-for-profit groups and it is important for practicum students to understand and be open to feminist, pro-choice, anti-racist, LGBT world views

**Skyward Kick Productions** (http://www.skywardkick.com/)

Production company. Creates everything from award-winning films to advertising and corporate training videos. We do a lot of practical film work, shooting, editing, motion graphics.

* **Positions available:** Fall: 2 undergrad/grad; Winter: 2 undergrad/grad
* **Tasks:** Editing and motion graphics, possibly on set work.
* **Skills:** Understanding of Adobe Suite of Programs (Premiere, Photoshop, Illustrator, After Effects); Ability to use Adobe Premiere for video editing is a must; Basic knowledge of video cameras and photography; Students with advanced knowledge of Adobe Illustrator and Animation in After Effects would be optimal