

**Carleton University Film Studies**  
**Available Practicum & Internship Positions Fall 2017-Winter 2018**  
Last Updated August 22, 2017

**FILM FESTIVALS**

- Ottawa International Animation Festival (OIAF)
- Inside Out Ottawa LGBT Film Festival
- Digi60 Filmmakers' Festival
- Canadian Film Institute (CFI)
- One World Film Festival

**PRODUCTION RELATED**

- Independent Film Co-operative of Ottawa (IFCO)
- SAW Video Media Art Centre
- Skyward Kick Productions
- Ottawa Film Office

**ARCHIVES & MUSEUMS**

- Audiovisual Resource Centre (AVRC)

**OTHER POSSIBILITIES\***

- Library & Archives Canada Preservation Centre (Gatineau)  
(Likely Winter & Summer)
- Camera Obscura Productions (Winter)
- Parktown Studios

\* I haven't heard back from these institutions yet.

## **FILM FESTIVALS**

### **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. **Note: Workers will have to work around the clock during the festival, Sept 20-24.**

- **Positions available:** Fall: 6 positions, undergrad or 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. Supervisors: Chris Robinson and Kelly Neall
  - **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. Supervisor: Azarin Sohrabkhani
  - **Fall: Photographer** (1 position). Supervisor: Kelly Neall
  - **Fall: Assistant to Managing Director Kelly Neall** (1 position)

### **Inside Out Ottawa LGBT Film Festival** (<http://www.insideout.ca/initiatives/ottawa>)

Annual lesbian, gay, bisexual, and transgender film festival. Inside Out main office is in Toronto, but student will be working independently in Ottawa. Festival runs November 10-12. Supervisor: Winnie Luk

- **Position available:** Fall: 1 undergrad and 1 grad
- **Tasks:** Assist with development and oversee execution of local marketing strategy/community outreach, including:
  - Refine and grow Inside Out's contact database of LGBT organizations, social groups and businesses in Ottawa
  - Develop local network of businesses and/or organizations for the distribution of promotional materials (including program guides, posters, postcards)
  - Coordinate and manage distribution of promotional materials (through use of volunteers)
  - Coordinate presence at local LGBT and/or arts events leading up to the Festival to raise awareness
- Assist with planning events and coordinating school visits
- Assist with logistical details as directed by Inside Out staff and act as liaison between Toronto staff and Ottawa contacts
- **Skills and Experience:**
  - Bilingual applicants will be given priority
  - Prior experience working with LGBT and/or arts community (Volunteer experience will be taken into account)
  - Experience with event coordination
  - Proficiency in Microsoft Office including Excel and working with Google Docs
  - Ability to work independently at home and have own computer

- Excellent verbal and written skills
  - Driver's license
- Note: Inside Out is committed to access and equity, which includes a commitment to achieve diversity among its staff, board and other volunteers. We encourage applicants who reflect the broad diversity of the LGBT communities and communities that we work with, in particular those who are members of the Aboriginal, ethnoracial and trans communities.

### **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 7-10. Spring festival is April 1<sup>st</sup> and May 7<sup>th</sup>. Supervisor: Emily Ramsay.

- **Positions available:** Fall: 1 undergrad and 1 grad; Winter: 1 undergrad and 1 grad
- **Tasks:**
  - **Fall:** Arts administrative position. Building up to our signature Fall festival (September-December), the student would work in the following areas - Festival Planning, Grant research, Assisting marketing & business development, Fundraising and sponsorship, Communications: alumni filmmaker contact data base and mailing list, partners engagement and outreach, including student, and working on our newsletter. This would be supervised under the Co-Executive Directors, Festival Coordinator and the Marketing and Business Development Director.
  - **Winter:** Arts administrative position. Building up to our Spring festival (May), the student would work in the following areas - Festival planning, Grant research, Assisting marketing & business development, Fundraising and sponsorship, Communications: alumni filmmaker contact data base and mailing list, partners engagement and outreach, including student, and working on our newsletter. This would be supervised under the Co-Executive Directors and the Marketing and Business Development Director.
- **Skills:** Interested in film festivals, arts administration, writing, social media, event coordination. Personal characteristics: outgoing and assertive, also positivity, flexibility. Bonus: French an asset, technically inclined with experience in Photoshop, Premiere Pro, etc. would be considered a strong asset.

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

The Institute presents a regular public program of contemporary, historical, and international cinema in the National Capital region, presented in various venues across Canada's capital city of Ottawa. Supervisor: TomMcSorley

- **Positions available:** Fall: 1 undergrad and 1 grad; Winter: 2 undergrads and 1 grad
- **Tasks:** Writing program notes on films and film festivals, helping to organize public film screenings at various venues (including Richcraft Hall 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.

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

Ottawa's foremost and longest running documentary film festival focused on raising awareness on social justice, human rights and environmental issues. Festival runs September 28-October 1, 2017. **Note that this position will run from Sept 6 through Oct 11 or 18, with roughly 16 hours of work per week.** Supervisor: Zoe Mallett

- **Positions available:** Fall: 1 undergrad or grad.
- **Tasks:** Publicity Intern:
  - Publishing engaging online content that reflects the festival's 28-year history for the festival's website and social media
  - Assisting with the layout and development of content for the OWFF 2017 program
  - Promoting the festival through posts to online event listings, the OWFF website and Social Media platforms such as FB, Twitter, and blogging
  - Assisting with writing press releases promoting the film festival events and launch + pre-festival screening
  - Assisting the publicity team with creating a poster and flyer strategy for Ottawa and Gatineau
  - Promoting the festival through word of mouth
  - Along with input from the publicity team, assisting in brand-promoting the festival and fundraisers
  - Strategic invitations: Assisting the publicity team with targeted film festival invitations to local representatives (such as arts council, cultural workers, embassies, and city officials)
- **Skills:** Strong interest in issue focused documentaries (i.e. documentaries that address human rights, social justice, environmental and other urgent global issues).

## **PRODUCTION RELATED**

### **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

### **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.

### **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.

Supervisor: Chris Chitaroni

- **Positions available:** Fall: 1 undergrad or grad
- **Tasks:** Editing and motion graphics.
- **Skills:** Required: Experience using Adobe Premiere required and ability to do assembly edits. If anyone has medium to advanced After Effects experience that would be fantastic. Camera experience would also be great, or at least a desire to learn camera.

### **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. Facilitates the issuance of various filming permits and other municipal requirements and promotes the region as a preferred destination for film, television and digital media production. Supervisor: Bruce Harvey.

- **Positions available:** Fall: 1 undergrad or grad; Winter: 1 undergrad or grad.
- **Tasks:** One (or more) of the following:
  - Crew Database: working with industry members to complete an online database (not a software development task)
  - Market Research: doing in depth research on companies within a specific market that are involved in the film/tv industry eg China, US, France etc.
  - Soundstage Research: Researching funding models and services provided for Soundstages in various regions throughout Canada, the US and overseas.

## **ARCHIVES & MUSEUMS**

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

Resource center for Film, Art History, and Music in St. Patrick's building. Has extensive collection of DVDs, 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.
- **Tasks:**
  - **4<sup>th</sup> Year Position (Fall/Winter):** 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.

- Specific tasks: Review 16mm films and provide detailed information about physical condition of film using online form provided. Update existing film work and film print records to reflect any information gleaned while working with the physical prints. Digital recording of 16mm film may also be requested.
- **MA position (Fall/Winter):** 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 existing film work and film print records to reflect any information gleaned while working with the physical prints. Research related collection holdings at other Canadian archives and collecting institutions. Write a report outlining any findings from collection content analysis and collection holdings research. Digital recording of 16mm film may also be requested.
- **Skills:** An interest in the technical and physical aspects of video and film media.