

Carleton University Film Studies

Available Practicum & Internship Positions Fall 2019-Winter 2020

Last Updated July 25, 2019

FILM FESTIVALS

- Ottawa International Animation Festival (OIAF)
- International Film Festival of Ottawa
- Inside Out Ottawa LGBT Film Festival
- Digi60 Filmmakers' Festival

FILMMAKER ORGANIZATIONS

- SAW Video Media Art Centre
- Independent Film Co-operative of Ottawa (IFCO)

ARCHIVES & MUSEUMS

- Library and Archives Canada, Audiovisual Archives Branch
- Audiovisual Resource Centre (AVRC)

FILM FESTIVALS

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

Get some work experience at the Ottawa International Animation Festival and kick-start your career. The OIAF is Ottawa's largest film event and one of the largest festivals of its kind in the world. Festival runs September 25-29, 2019. Supervisor: Chris Robinson.

- **Positions available:** Fall: 2 undergrad/grad.
- **Tasks:** Jury coordinators. Coordinate the Festival's [high-profile jury](#) during the week of the Festival. Watch screenings with your jury and take notes. Escort them to additional screenings, meals and manage their schedule. Assist with deliberations and be the liaison between the jury and the Festival. When not working with the Jury, coordinators will report to the Volunteer Coordinator and work on a variety of different tasks at The Animation Conference (TAC) and the OIAF.
- **Skills:** Applicants must have excellent organization skills and be able to work under pressure. You should have excellent people skills and a passion for film and/or animation.
- **Time commitment:**
 - Saturday, September 22 from 10am to 5pm. (7 hours)
 - Monday, Sep 24 and Tues Sept 25 from 10am to 5pm (14 hours)
 - September 25-30 you would work from 8am to 11pm. (75 hours)
- **Note:** Meals are covered by the Festival!

International Film Festival of Ottawa

Help the Canadian Film Institute launch this exciting new film event. Supervisor: Tom McSorley

- **Positions available:** Winter: 2 undergrad/grad

- **Tasks:** In this position the intern would assist with media and marketing, research, and logistics.

Inside Out Ottawa LGBT Film Festival (<http://www.insideout.ca/initiatives/ottawa>)
Annual lesbian, gay, bisexual, and transgender film festival. Inside Out's main office is in Toronto. The student will be working in Ottawa and collaborating with Toronto staff online. (There will also be staff in Ottawa closer to the festival.) The festival runs October 24-27, 2019.
Supervisor: Jayne Schneider.

- **Position available:** Fall: 2 undergrad/grad

Position #1: Volunteer Coordinator

- **Tasks:** Assist with the recruitment, scheduling and supervision of Festival volunteers including helping to:
 - Develop and distribute the call for Festival volunteers
 - Develop list of Festival volunteer opportunities and manage volunteer schedule
 - Coordinate pre-Festival volunteer sign-up/orientation session
 - Oversee volunteers during Festival
- **Skills and Experience:**
 - Excellent people skills are required
 - Bilingual applicants will be given priority
 - Prior experience working with LGBT and/or arts community (volunteer experience will be taken into account)
 - Proficiency in Google Docs and Microsoft Office including Excel
 - Experience working with databases an asset
 - Ability to work independently at home and have own computer
 - Good time management skills, ability to multi-task

Position #2: Festival Exhibition Coordinator

- **Tasks:** Responsibilities include:
 - Coordinating materials for in-cinema screening presentations, including advertisements, trailers, and slides.
 - Downloading and coordinating files for festival short film programs
 - Operating technical equipment during film screenings in support of AV technician / projectionist
 - Communicating with programming, marketing, and technical staff to ensure accuracy of content
- **Skills and Experience:**
 - Required to be on-site throughout the duration of the festival (full availability Thu Oct 24 – Sun Oct 27)
 - Familiarity with Mac environment
 - AV experience, especially related to film and video presentation
 - Stage Management interest / experience
 - Experience with Powerpoint, Keynote, and InDesign preferable
- **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. Spring festival is in May 2020. Supervisor: Emily Ramsay.

- **Positions available:** Winter: TBD

FILMMAKER ORGANIZATIONS

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 grad, Winter: 1 grad
- **Tasks:** We are looking for a Programming Intern who will assist the Programming Director with dealings related to programming (exhibitions, performances, screenings) in our Knot Project Space.

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:** TBA

ARCHIVES & MUSEUMS

Library and Archives Canada, Audiovisual Archives Branch

Library and Archives Canada preserves over 530,000 hours of published and unpublished audio and video recordings. Supervisor: Pascal LeBlond.

- **Positions available:** Fall: 1 undergrad/grad; Winter 1 undergrad/grad.
- **Tasks:** Describe Canadian television productions in the Canadian Television Fund fonds R11009 at Library and Archives Canada (www.cmf-fmc.ca/en-ca/about-us). The student will enter the information into our MISACS database (training will be provided).
- **Skills and Experience:** Knowledge of audiovisual formats. Assets: Bilingual, Knowledge of Quebec culture
- **Note:** The student will have to obtain a security certificate (reliability level) before working at LAC. This may take a few weeks. This process is managed by LAC. Because of limited working space the practicum/internship should be done in the least amount of days as possible.

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; Winter: 1 grad.

- **Tasks:**

- **4th Year Position (Fall):** 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 and update related film database records.
- 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 films and VHS tapes may also be requested.
- **MA position (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 films may also be requested.
- **Skills:** An interest in the technical and physical aspects of video and film media.