

Carleton University Film Studies
Available Practicum & Internship Positions Summer 2026
Last Updated March 2, 2026

FILM FESTIVALS

- Canadian Film Institute (Confirmed)

FILM, MEDIA, AND ART ORGANIZATIONS

- Digital Arts Resource Centre (DARC) (Confirmed)
- Heliconia (Confirmed)

ARCHIVES, MUSEUMS, AND GALLERIES

- Audiovisual Resource Centre, Carleton University (Confirmed)
- Ingenium: Canada's Museums of Science and Innovation (Confirmed)
- Ottawa Art Gallery (TBC)

FILM FESTIVALS

Canadian Film Institute (<https://www.cfi-icf.ca/>)

The Canadian Film Institute requires two student interns to do research and preparatory work on programming and public events to be held at the 50th anniversary edition of the Ottawa International Animation Festival (OIAF), which takes place from 23 to 27 September 2026. Other work will include promotional and outreach activities in anticipation of this special anniversary edition of the festival.

Summer Semester: Two positions available for graduate or undergraduate students.

FILM, MEDIA, AND ART ORGANIZATIONS

Digital Arts Resource Centre (DARC) (<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

Positions available: Fall: Not available, Winter: 1 grad or 1 undergrad, Summer up to 2: either grad or undergrad

Tasks: Working with the Tech and/or Engagement and Mobilization Manager, DARC is looking for practicum students 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, and hands-on support of DARC's gear and equipment library. Tasks can also include supporting the social media, programming and tech teams to design and implement video communications campaigns and content. Co-op placement would be performed

on site and can include evening or live event capture. Some experience with post workflow is helpful. 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.

Heliconia (<https://heliconia.ca/>)

Heliconia is a fun, dynamic, and totally unique business that produces outdoors and adventure travel television shows from around the world.

Positions available: 1 Jr. Distribution Coordinator position available in summer 2026 for either an undergraduate or MA student.

Supervisors: Sam Burrows, Alicia Wilson, and Cody Bachmann

Location: Remote

Hours: Subject to internship requirements - Flex Hours - After-hours and weekend duties may be required at times

About the Job: The Jr. Distribution Coordinator's role is to support the Distribution and Post-Production teams in ensuring that all Heliconia productions (TV episodes, digital videos/series, commercial work) are delivered smoothly, accurately, and on schedule to broadcasters, streaming platforms, and digital partners. The Jr. Distribution Coordinator's primary responsibilities include assisting with the organization and tracking of deliverables, preparing and reviewing metadata and delivery assets and maintaining distribution records. This may also include helping coordinate closed captioning, file exports, graphics updates, and versioning for international or digital delivery. The successful candidate must be detail-oriented, organized, proactive, and an excellent communicator. They should be comfortable working independently while collaborating closely with the Content Distribution Manager to ensure all distribution requirements are met. The Jr. Distribution Coordinator works under the direction of the Content Distribution Manager and supports the broader Post-Production and Delivery team.

Examples of Heliconia content

- Adventure Cities TV Series: https://youtu.be/NiP_3CZAHPk
- Facing Waves: <https://youtu.be/S4M31cKiHJU>
- Great Family Adventure: <https://youtu.be/Xit1z5e4xBc>
- Epic Trails TV Series: <https://youtu.be/Nq0Rd5YHH70>
- Road Trip Angler: <https://youtu.be/UHPZDsTj1Ec>

Jr. Production Coordinator Responsibilities:

- Creation of assets needed by distribution partners (cue sheets, cc files, etc)
- Edit footage to meet distributor guidelines
- Final prep and QC of any files being delivered
- Upload footage to NAS and/or cloud, as required
- Export and deliver content internally, as required
- Deliver footage/assets for other Heliconia partners, as required

Skills/Qualifications:

- Strong project management and/or production management skills
- Excellent communication skills
- Strong attention to detail
- Strong ability to meet deadlines
- Self-motivated, with strong ability to manage time, without supervision

- Reliable access to a computer and high speed internet is critical. 1000Mbps down, 30-50Mbps up.
- Fluent in English

ARCHIVES, MUSEUMS, AND GALLERIES

Audio-Visual 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.

Students will learn about collection management issues specific to audio-visual material and become familiar with a valuable and significant audio-visual collection. They will hone their information and audio-visual literacy skills and gain an understanding of and appreciation for the complex issues involved in preserving and sharing artistic and cultural heritage.

Supervisor: Nancy Duff.

- **Positions available:**
 - Summer: 1 undergrad
- **Skills:** detail oriented with an interest in the technical and physical aspects of film and video media.

Undergraduate position: Assistance with the physical re-organization and evaluation of the School's film collections.

Tasks:

- **16mm Film Evaluation and Deaccessioning:** Determine the film stock type and the physical state of the films and search for their availability in other media from various sources; remove and deaccession those that are too physically deteriorated to be projected or transferred to a digital medium; rehouse and re-label films that are to be kept which are in corroding metal cans; move those that will benefit from cold storage to the fridge; fill out print evaluation forms and update database records to reflect any changes, errors, inconsistencies and any new information found.
- Analogue to digital transfer of films may also be requested

Ingenium: Canada's Museums of Science and Innovation (<https://ingenium.ca/en/>)

Experience we can offer to students:

Ingenium is a Crown corporation, operating three national museums in Ottawa:

- The Canada Agriculture and Food Museum
- The Canada Aviation and Space Museum
- The Canada Science & Technology Museum

Ingenium maintains and develop Canada's national collection of scientific and technological objects and library collection (including books, historic photographs, and archival documents). Ingenium offers programming dedicated to fostering scientific and technological literacy across Canada.

The student will gain first-hand experience in the teamwork involved in supporting and promoting Ingenium and its program offerings. The student will be part of the Public Affairs department, collaborating closely with the Creative Services team and Marketing Officers.

Requirements and Required Skills

- Bilingual in English and French (spoken and written) – candidates must pass a language testing lead by Ingenium team
- Residency requirement – must have lived in Canada within the past 5 years
- Valid security clearance – candidates must pass a valid security clearance lead by Ingenium team
- Filming equipment – candidates must bring their own gear.
- Video production experience – ability to capture and edit footage for marketing campaigns and create video content for websites and social media platforms.
- Proficiency with video editing software – familiarity with industry-standard tools.
- File delivery skills – ability to produce and deliver final video files to technical specifications.

Supervisor: Sylvie Ozipko

Ottawa Art Gallery (OAG) (<https://oaggao.ca/>)

FULL DESCRIPTION OF AVAILABLE OPPORTUNITIES AT OAG COMING SOON.