Carleton University Film Studies
Available Practicum & Internship Positions Fall 2018-Winter 2019
Last Updated August 7, 2018

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FILM FESTIVALS

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: Tom McSorley
- **Positions available:** Fall: 1 undergrad and 1 grad; Winter: 1 undergrad and 1 grad
- **Tasks:** Writing program notes on films and film festivals, helping to organize public film screenings at various venues, media and social media outreach work, as well as generating and updating content on the Canadian Film Institute website.
- **Skills:** Strong writing skills.

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 20-23, 2018. Spring festival is in May 2019. Supervisor: Emily Ramsay.
- **Positions available:** Fall: 1 undergrad/grad; Winter: 1 undergrad/grad
- **Tasks:**
  - **Fall:** Arts administration position. Building up to our signature Fall festival (September-December) in the following areas - Festival Planning, Community Outreach, Assisting marketing & business development, Fundraising and sponsorship; Communications: alumni filmmaker contact data base and mailing list, alumni screening coordination, partners engagement and outreach, including student, and working on our newsletter; **Launch Event:** Work with board to plan and attend the workshops and official launch and networking event of
the festival - our "Catch & Pitch" on September 30th - this may include utilizing live social media feeds, outreach, and day-of coordination. Help plan festival networking launch event for first day of the festival, workshop outreach, etc. This position would be supervised under the Board Chair/Co-Executive Director and the Festival Coordinator.

- **Winter 2019**: Arts administration position. Building up to our Spring festival (May), the student would work in the following areas - Festival planning, 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. **Launch Event: Work with board to plan and attend the workshops and official launch and networking event of the festival - our "Catch & Pitch" date TBD in March** - this may include utilizing live social media feeds, outreach, and day-of coordination. This position would be supervised under the Board Chair/Co-Executive Director.

- **Skills:**
  - Able to work independently
  - Pro-active attitude, communicative, focused
  - Open to feedback, meet deadlines, come to meetings prepared
  - Flexible and willing to work with people of different backgrounds and attitudes
  - Able to attend launch activities and meetings (can include evenings or weekends)
  - Plus: Knowledge of social media, outreach, communication skills, film analysis, article and newsletter writing

**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, but student will be working independently in Ottawa. Festival runs November 9-12, 2018. Some flexibility will be required during the festival. Supervisor: Winnie Luk

- **Position available:** Fall: 1 undergrad/grad

- **Tasks:** Volunteer Coordination. Recruitment, scheduling and supervision of Festival volunteers, including:
  - Develop and distribute 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

- **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.

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 20-22, 2018. **Note that this position will run from Sept 6 through Oct 11 or 18, with roughly 16 hours of work per week.** Supervisor: Mukarram Ramadam

- **Positions available:** Fall: 1 undergrad.
- **Tasks:** Festival Intern:
  - Promoting the festival through posts to online event listings, the OWFF website and Social Media platforms such as FB, Twitter, blogging, word of mouth
  - Assisting with all promotional activities (poster, social media, etc.) leading up to the Sept. 12 pre-festival screening and the festival dates Sept. 20-22.
  - Providing assistance to the festival committee and the volunteer coordinator with whatever tasks are needed in the key weeks before the festival, during the festival, and after including the post-festival screening on Sept. 27.
  - Strategic invitations: Assisting the festival team with targeted film festival invitations to local representatives (such as arts council, cultural workers, embassies, and city officials)
  - Assisting with post-festival reporting and the preparation of a membership drive and crowd-funding campaign
- **Skills:** Strong interest in issue focused documentaries (i.e. documentaries that address human rights, social justice, environmental and other urgent global issues).

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 26-30, 2018. Supervisor: Kelly Neall.

- **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!
FILMMAKER ORGANIZATIONS

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:** 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.

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; Winter: 1 grad.
- **Tasks:**
  - **4th Year Position (Fall):** 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 (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.

**Ingenium: Canada’s Museums of Science & Innovation** (https://ingeniumcanada.org/)

Ingenium is the crown corporation that oversees Canada’s three museums of science and innovation: the Canada Air and Space Museum (CASM), the Canada Agriculture and Food Museum (CAFM), and the Canada Science and Technology Museum (CSTM). Staff in the Library and Archives manage collections for all three museums. In general, audio-visual material has accumulated in the archives through acquisition (donation of archival collections) or transfer from other units (corporate records). The corporate records transfers have been grouped together for sorting. Most are unorganized and come with no transfer lists. The material will need to be sorted and assessed before it can be packed for the move to our new storage facility in Fall 2019. Supervisor: Adele Torrance.

- **Positions available:** Fall: 2 undergrad or 1 grad.
- **Tasks:** Sort and assess unprocessed audio-visual material in the collections.
  1) Sort through disorganized boxes, organizing by: Identifiable vs unidentifiable; Internally-produced versus external content; Subject area; Format.
  2) Create an inventory for the sorted material (archivist will provide you with template). Unidentified material should be given a number and a label. Repack material as per inventory, numbering boxes accordingly.
  3) Merge with existing inventory from retired A/V archivist.
  4) NFB – create a separate list for any NFB films. Check NFB website to see if any are already available online. If yes, mark on list.
  5) Unidentifiable material – check condition (check films for sticky-shed, check tape in VHS for stickiness as well or flaking). If there are any signs of deterioration, note that on inventory.
  6) Depending on availability of playback equipment, play and identify the unidentified material. Update inventory accordingly.

- **Skills:**
  - Required: excellent attention to detail, ability to lift boxes, comfort with MS Excel and PCs; experience with playback equipment an asset. Must not have dust allergies.
  - To be learned via internship: inventorying and arranging large collections; familiarity with a/v formats from the mid to late 20th century; if time and equipment allows, familiarity with playback equipment; awareness of preservation issues for audio-visual archives.