

## **Fantasia 2014 Internship Opportunities – Concordia University**

### **Communications/PR Interns (4 positions)**

Tasks & Responsibilities: (will include but not be limited to)

- Assist the Communications Office Manager and the PR team with various tasks relating to: the organization of press conferences and red carpet events, press junket and media interview coordination, guest list management, the production of press releases and press review compiling. (All interns)
- Manage the online video library for use by press & industry delegates (ie. uploading video files) (1 intern)
- Serve as the primary liaison to coordinate materials for jury members (1 intern)

Minimum Requirements:

- Currently enrolled in, or a recent graduate of the Communication Studies or Communications and Public Relations programs
- Detail oriented with strong administrative and organizational skills
- Impeccable written and spoken French and English is essential, knowledge of a third language is an asset
- Strong familiarity with Microsoft Office and Mac OS
- Ability to work well both independently and in a fast-paced team environment
- Ability to adapt to a demanding work schedule, including evenings and weekends
- Bilingualism in French and English considered a strong asset
- Familiarity with the film festival environment considered an asset
- Previous experience working in a communications team considered an asset
- Strong interest in film, especially genre film (horror/sci-fi/cult) considered an important asset

Contract Dates: **June 16 – August 13 Full-time**

**Please submit CV and cover letter to Lindsay Peters at [lindsay@fantasiafestival.com](mailto:lindsay@fantasiafestival.com) no later than May 1, 2014, 5pm.**

### **Special Events Intern**

Responsibilities (will include but not be limited to)

- Assist the Special Events Coordinator in the organization and production of a variety of festival events (Press Conference, Pre-Festival Launch, Opening Night party, cocktails, themed parties, etc).
- Assist the Hospitality Director with the creation and dissemination of event invitations & manage RSVP lists

Minimum Requirements

- Currently enrolled in, or a recent graduate of the Film Studies, Communication

Studies, Communications and Public Relations, or Hospitality Management programs

- Excellent customer service & hospitality skills
- Strong written and spoken French and English
- Strong familiarity with Microsoft Office and Mac OS
- Familiarity with the film festival environment considered an asset
- Detail oriented with strong administrative and organizational skills
- Bilingualism in French and English considered a strong asset
- Ability to work well both independently and in a fast-paced team environment
- Ability to adapt to a demanding work schedule, including evenings and weekends
- Previous experience working in event management considered an asset
- Interest and knowledge of film, especially genre film (horror/sci-fi/cult) considered an asset

**Contract Dates: June 23 – August 8 Full-time**

**Please submit CV and cover letter to Lindsay Peters at [lindsay@fantasiafestival.com](mailto:lindsay@fantasiafestival.com) no later than May 1, 2014, 5pm.**

### **Social Media Intern**

Responsibilities (will include but not be limited to)

- Assist the Social Media Coordinator in the creation and management of social media content (Facebook, Twitter, Instagram)
- Maintain active engagement with online communities
- Liaise with members of the Fantasia team to develop relevant content & stay apprised of updates

Minimum Requirements

- Currently enrolled in, or a recent graduate of the Communication Studies, Communications and Public Relations, Film Studies, or Marketing programs
- Extensive practical familiarity with social media platforms (Facebook, Twitter, Instagram, etc.) and management tools
- Impeccable written and spoken French and English
- Detail oriented with strong administrative and organizational skills
- Ability to work well both independently with a spirit of initiative in a fast-paced team environment
- Ability to adapt to a demanding work schedule, including evenings and weekends
- Interest and knowledge of film, especially genre film (horror/sci-fi/cult) considered an essential asset

**Contract Dates: June 2 – August 8 Part-time building into full-time**

**Please submit CV and cover letter to Lindsay Peters at**

[lindsay@fantasiafestival.com](mailto:lindsay@fantasiafestival.com) no later than May 1, 2014, 5pm.

### **Web Coordination Intern**

Responsibilities (will include but not be limited to)

- Assist the website design team in developing and maintaining the Fantasia 2014 website
- Coordinate communications and requests in-between the Fantasia team and web team
- Input promotional information in the website according to a pre-established calendar and up-to-date information
- Coordinate with the Social Media Coordinator for content input

Minimum Requirements

- Currently enrolled in, or a recent graduate of the Computer Science program, or Communications / Marketing programs with strong personal capacities with web content creation.
- Ability to work flawlessly in a custom CMS environment
- Detail oriented with strong administrative and organizational skills to establish and follow a workflow calendar and manage priorities
- Bilingualism in French and English considered a strong asset
- Ability to work well both independently with a spirit of initiative in a fast-paced team environment with many members having many requests and concerns
- Interest and knowledge of film, especially genre film (horror/sci-fi/cult) considered an asset

**Contract Dates: May 19 to August 8 Part-time building into full-time, returning to part-time**

**Please submit CV and cover letter to Lindsay Peters at [lindsay@fantasiafestival.com](mailto:lindsay@fantasiafestival.com) no later than May 1, 2014, 5pm.**

### **Accounting Intern**

Responsibilities (will include but not be limited to)

- Assist the finance team in the organization & management of financial records of festival expenses
- Liaise with members of the Fantasia team to ensure receipt and filling of all necessary documents from each department
- Assist in keeping a calendar of execution for account payables
- Assist in the creation of final expense reports

Minimum Requirements

- Currently enrolled in, or a recent graduate of the Accountancy program
- Extensive knowledge of Microsoft Excel
- Familiarity with Sage 50 considered an asset
- Detail and process oriented with strong administrative and organizational skills
- Ability to work well both independently and in a fast-paced team environment
- Bilingualism in French and English considered a strong asset
- Previous experience working in event accounting considered an asset
- Interest and knowledge of film considered an asset

Contract Dates: **June 16 – August 29 Part-time**

**Please submit CV and cover letter to Lindsay Peters at [lindsay@fantasiafestival.com](mailto:lindsay@fantasiafestival.com) no later than May 1, 2014, 5pm.**

### **Market Intern**

Responsibilities (will include but not be limited to)

- Assist the market team with a variety of tasks relating to the production & organization of the festival's Industry Rendez-Vous
- Work with the Special Events and Interior Design teams in the set-up of the market area
- Assist the Accreditations Coordinator with the production & distribution of festival badges
- Serve as runner for the market team and help with general customer service assistance for market guests

Minimum Requirements

- Currently enrolled in, or a recent graduate of the Film Studies, Communication Studies, Communications and Public Relations or Business programs
- Impeccable written and spoken French and English is essential, knowledge of a third language is an asset
- Extensive knowledge of Microsoft Office (Word, Excel) and Mac OS
- Detail oriented with strong administrative and organizational skills
- Ability to work well both independently with a spirit of initiative and in a fast-paced team environment
- Ability to adapt to a demanding work schedule, including evenings and weekends
- Interest and knowledge of the international film industry considered an important asset

Contract Dates: **June 16 – July 29** (must be available July 23-28) **Full-time**

**Please submit CV and cover letter to Lindsay Peters at [lindsay@fantasiafestival.com](mailto:lindsay@fantasiafestival.com) no later than May 1, 2014, 5pm.**

### **Programming Intern (2 positions)**

Responsibilities (will include but not be limited to)

- Assist the Fantasia programming team by viewing submitted films & providing feedback in the form of notes
- Provide secondary opinions on films under consideration
- Attend periodic programming meetings to discuss films under consideration
- Possibly compose programming notes for the festival program
- Assist in the hosting of international filmmakers, be on stand-by for handling Intros/Q&As during the festival

#### Minimum Requirements

- Currently enrolled in, or a recent graduate of the Film Studies or Film Production programs
- Extensive knowledge of international genre film (both contemporary and historical)
- Demonstrated ability to think critically & analytically, as well as writing in an articulate fashion
- Detail oriented with strong organizational skills
- Ability to work well both independently and in a fast-paced team environment
- Ability to adapt to a demanding work schedule, including evenings and weekends
- Familiarity with the film festival environment considered an asset
- Bilingualism in French and English considered a strong asset
- Fluency in another language, especially an Asian language (Japanese, Korean or Mandarin) considered an asset

Contract Dates: **Immediately to August 5 (Part-time)**

**Please submit CV and cover letter to Lindsay Peters at [lindsay@fantasiafestival.com](mailto:lindsay@fantasiafestival.com) no later than March 1, 2014, 5pm.**

#### **Hospitality Intern**

Responsibilities (will include but not be limited to)

- Work with the Hospitality Manager to coordinate the ground transportation schedule of the team of volunteer drivers & airport greeters for airport and downtown transportation of VIP guests
- Serve as primary liaison with drivers and greeters, manage any schedule changes
- Assist the Hospitality Manager & Director with various tasks, including the manning of the hospitality desks, providing information & assistance to festival guests, serve as runner for special requests and liaising with the official hotel to ensure the best possible festival experience for our guests

#### Minimum Requirements

- Currently enrolled in, or a recent graduate of the Film Studies, Communication Studies, Communications and Public Relations, or Hospitality Management programs

- Strong written and spoken French and English is essential, knowledge of a third language is an asset
- A valid driver's license is essential, good van driving skills are an asset
- Excellent customer service skills and a positive, outgoing attitude
- Extensive knowledge of Microsoft Office (Word, Excel)
- Detail and process oriented with strong administrative and organizational skills
- Ability to work well both independently with a spirit of initiative and in a fast-paced team environment
- Ability to adapt to a demanding work schedule, including evenings and week-ends
- Experience in an event management team considered an asset
- Interest & knowledge of film, especially genre film, considered an asset

Contract Dates: **July 1 – August 6 (\*must be available July 17-August 6)**

**Please submit CV and cover letter to Lindsay Peters at [lindsay@fantasiafestival.com](mailto:lindsay@fantasiafestival.com) no later than May 1, 2014, 5pm.**

### **Interior Design Intern**

Responsibilities (will include but not be limited to)

- Ideate new ways to dress the festival and market areas, as well as special events, in an original and cost-effective manner while respecting the locations' many rules
- Assist the Operations team with the development & placement of festival signage
- Assist the graphic design contractors in the creation of content for both festival and market needs
- Assist the Market team with the planning of the market areas
- Assist the Communications team to create a pleasant working area
- Liaise with the Concordia team regarding visual presence requests
- Design spatial maps for reference by the Concordia and Fantasia teams

### **Minimum Requirements**

- Currently enrolled in, or a recent graduate of the Design and Computation Arts programs
- Extensive working knowledge of Photoshop and spatial design software
- Experience in the creation of inspired interior design, especially for special events, is a strong asset
- Detail and process oriented with strong administrative and organizational skills
- Ability to work well both independently with a spirit of initiative in a fast-paced team environment
- Availability to work odd hours, including evenings and week-ends during set-

up days

- Interest & knowledge of film, especially genre film, considered an asset

Contract Dates: **From May 15 to August 5 Part-time**

**Please submit CV and cover letter to Lindsay Peters at [lindsay@fantasiafestival.com](mailto:lindsay@fantasiafestival.com) no later than May 1, 2014, 5pm.**

### **Volunteer Coordination Intern**

Responsibilities (will include but not be limited to)

- Assist the Operations team in the recruitment of volunteers and the management of the volunteer team, its training, task assignments and schedules.
- Assist the Operations Manager with the supervision of volunteers during daily duties, including set-up and take down for festival screenings and red carpet events, and various Front of House duties in our 2 cinemas
- Coordinate with various senior staff members, namely the Hospitality Director, Special Events Manager and Market Coordinators to assign volunteers according to their needs
- Assist the Operations Manager with various event production tasks as needed

Minimum Requirements

- Currently enrolled or a recent graduate of an Arts Management / Administration or Film Studies/Production programs.
- Excellent organizational skills & attention to detail
- Bilingualism in French and English
- Previous experience in event organization or planning considered an asset
- Ability to adapt to a flexible work schedule and thrive in a fast-paced festival environment
- Interest / knowledge of genre film considered an asset

Contract Dates: **June 16 – August 15**

**Please submit CV and cover letter to Lindsay Peters at [lindsay@fantasiafestival.com](mailto:lindsay@fantasiafestival.com) no later than May 1, 2014, 5pm.**

### **Contest: Fantasia 2014 Bumpers**

- For Film Production students
- To be developed with Film Production teachers, an initiative to pair students with the challenge of creating bumpers for the 2014 edition of the festival. Some requirements of timeline could be defined to adapt to course curriculum. Final choice of the bumpers could be done via popular vote.