



INTERNSHIP OPPORTUNITY

January 16, 2012

TIFF, a vibrant not-for-profit arts organization, is accepting applications for the paid full-time contract position of:

Intern, Editorial Services

This paid internship position is ideal for a student (college or post-graduate) or recent graduate in Journalism, Film Studies and/or Media Studies.

Reporting to the Manager, Editorial Services, the intern will work in a fast-paced environment, supporting the work of the Editorial department. This internship is an opportunity for the candidate to apply their skills and knowledge in the area of editing and print/web publishing.

Responsibilities:

Shall include but not be limited to...

- Assisting with the editorial process, particularly in preparing the TIFF Kids International Film Festival programme guide; duties range from administration and data entry to copy editing and proofreading
- Maintaining a programme-note database and coordinating with the TIFF Kids programming department on copy submissions, deadlines and updates
- Fact check programme notes
- Assisting the Programme Services Coordinator in gathering and confirming credit information
- Assisting with data entry for the web
- Assisting with summer edition of TIFF Bell Lightbox's programme guide, *180*
- Assisting Editorial Services and Creative Services with tasks as requested

Contract dates: February 6 to April 27, 2012.

The intern will be expected to work 35 hours per week (Monday to Friday) during regular business hours (approximately 9am to 5pm). Some weekend and evening work may be required; compensation for hours worked in the evening or on weekends will be offered in the form of lieu time during regular hours.

Minimum Requirements:

- Currently enrolled in or a recent graduate of a degree or diploma programme in Journalism, Film Studies, Media Studies, Arts or similarly applicable areas
- Strong writing and editing skills in English
- Experience with fact checking (process, sources, notation)
- Data entry experience and high computer proficiency (html, spreadsheets)
- Excellent communication and interpersonal skills



- Ability to multitask with frequent interruptions in a busy open-concept work environment
- Flexible work schedule: some evening work and weekend work is required

Please submit cover letter, resumé and the names and phone numbers of 3 references by 5pm on **January 18th BY EMAIL ONLY** to the attention of **Hiring Committee: EDITORIAL INTERN.**

TIFF Email: humanresources@tiff.net ***Please note the position in the subject line***

Please note in your cover letter where you saw this job posting.

We thank everyone who applies for their interest, but only candidates selected for an interview are contacted. **No telephone or walk-in inquiries please.** All applications are considered confidential.

TIFF is an equal opportunity employer.

TIFF is a charitable, not-for-profit cultural organization whose mission is to transform the way people see the world. Its vision is to lead the world in creative and cultural discovery through the moving image.