



CINÉ-ASIE

WHERE WEST MEETS EAST

INTERNSHIP/VOLUNTEERING OPPORTUNITY WITH Ciné-Asie

DESCRIPTION OF HOST ORGANIZATION:

Ciné-Asie is a Montreal based non-profit film and Media Company that seeks to explore the unique identity of Asian-Canadian media arts and artists. Our mission is to develop and create cinema that empowers people who are marginalized by mainstream media. We are a rapidly growing business with many projects underway including overseeing showcases, exhibitions and the Ciné-Asie blog intended to introduce Asian, cult and genre films to the wider public.

In 2008, **Ciné-Asie Creatives** under the umbrella of **Ciné-Asie** was established. This division of the company is dedicated to the co-production of Canadian and Asian films as well as Sales & Distribution between Canada and Asia. Many exciting things are going on at **Ciné-Asie Creatives** as we are currently in development with a co-production feature film, in the process of acquiring two prominent Asian films as well as organizing a retrospective film event that will tour the greater North America.

TITLE: Intern/Volunteer

DUTIES:

Interns/Volunteers, under the guidance of staff, will learn the ins and outs of production and distribution as well as the everyday workings of the company. The intern/volunteer will learn and contribute in the following ways:

Production Tasks:

- Administration: coordinating, planning, organizing events
- Research/Communication: writing grant proposals, creating articles for the blog, proofreading content

Marketing Tasks:

- Distribution and Sales: international film business
- Marketing and Promotion
- Festival Coordination



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• **Location Scouting:** helping foreign films find locations to shoot in Quebec. Interns/Volunteers interested in working in this area must be of Chinese, Japanese or Korean descent and fluent in the respective language

Graphic and Virtual Projects Development:

- Web Design/Periodic Updates
- Event Design
- Facebook Management
- Editor/Contributor to Online Magazine

Entertainment Law and Accounting:

If interested please email for more details with your CV attached

LOCATION: Downtown Montreal, QC

REQUIREMENTS:

- Bilingual
- Good communication and writing skills
- Ability to work with little supervision
- An interest in East Asian culture, particularly in the media arts is an asset

START DATE: As soon as possible

HOURS: Approximately 7 hours per week

RENUMERATION: Unpaid, but a reward program is offered to provide some compensation

HOW TO APPLY: Forward your resume and a brief cover letter to info@cineasiereatives.com or cineasie@gmail.com

PLEASE NOTE: There is a possibility of employment after completion of the internship or after demonstrating considerable dedication as a volunteer

APPLICATION DEADLINE: Accepting submissions until positions are filled