

INTERN PLACEMENT: 2023 DELEGATE & GUEST SERVICES INTERN

Founded in 1997, the Toronto Reel Asian International Film Festival (Reel Asian) is a unique showcase of contemporary Asian cinema and work by the Asian diaspora. As Canada's largest pan-Asian film festival, Reel Asian provides a public forum for Asian media artists and their work and fuels the growing appreciation for Asian cinema in Canada. In addition to the annual film festival, Reel Asian organizes year-round programming and educational initiatives in partnership with local schools and arts organizations around the GTA. Reel Asian will be celebrating its 27th annual festival this November.

The **Delegate & Guest Services Intern** (DGS Intern) reports to the **Delegate & Guest Services Manager** (DGSM) and **Delegate & Guest Services Assistant** (DGSA).

PRIMARY PRE-FEST RESPONSIBILITIES: TRAVEL ARRANGEMENTS

- assist the DGSA in executing the travel arrangements developed by the DGSM and Programming team; following up with guests to ensure they meet key targets in timelines.
- coordinate "last leg" ground transportation to and from the transit hub (e.g., airport, train station) and accommodations site (e.g., hotel, Airbnb)
- meeting filmmakers arriving before the festival at their hotel to ensure a smooth check-in process
- assist the DGSM & DGSA during Accreditation Days to fulfill & allocate delegate badges & benefits for local delegates

PRIMARY FESTIVAL RESPONSIBILITIES: IN TOWN TRANSPORTATION (ITT)

- meet filmmakers arriving from the airport at their hotel to ensure a smooth check-in process
- assist the DGS department in tracking all ITT arrangements
- maintaining day-by-day records of Uber usage during the festival
- tracking taxi chit usage

CORE COMPETENCIES & REQUIREMENTS

- must have their own laptop - MacOS strongly preferred to optimize interoperability but PC laptops are acceptable
- must have a modern smartphone with data plan as their ability to access mobile apps and sites is crucial – Reel Asian will reimburse data plan usage for the DGS Intern during the months of October & November upon submission of monthly statements.
- proficiency in Google Suite applications: Drive, Docs, Sheets, Forms is required
- access to a vehicle and a clean G-class driver's license is strongly preferred but not strictly necessary – Reel Asian will reimburse mileage at a fixed rate of \$0.655 per kilometre & parking expenses. Reel Asian will NOT reimburse for parking tickets or moving violations
- familiarity with the streets/geography of downtown Toronto is an asset

This position is ideally suited for someone detail-oriented who can focus on the tasks and responsibilities outlined.

This position is an unpaid intern placement for school credit. The DGS Intern will be expected to participate in a departmental post-mortem with other DGS staff and contribute to the DGSM's post-mortem report.

The work schedule for this position is as follows:

October 9 – November 3, 2023	4 week	6 hours ($\frac{3}{4}$ day) / week	24 hrs
November 6 – November 19, 2023	14 days	8 hours / day (FT)	112 hrs
November 20 – December 8, 2023	3 weeks	4 hours ($\frac{1}{2}$ day) / week	12 hrs
TOTAL TIME COMMITMENT			148 hrs

HOW TO APPLY

Please submit your resumé by email to **Gina Rim, Delegate & Guest Services Manager** at jobs@reelasian.com with **2023 DGS Intern** in the subject header by Monday, September 25, 2023. All applications will be reviewed but only those selected for interviews will be contacted.

QUESTIONS? For more information about Reel Asian, visit www.reelasian.com