

# INTERN PLACEMENT:

## 2023 INSIDE TICKETING INTERN

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*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 Inside Ticketing (ITK) Intern reports jointly to the **Delegate & Guest Services Assistant, Inside Ticketing Captain** and **Public Ticketing Captain**

### **PRIMARY PRE-FEST RESPONSIBILITIES: DEPARTMENTAL COMPS & ACCREDITATIONS**

- assist the **Inside Ticketing Captain** in following up with departmental & other assigned comps including but not limited to:
  - filmmaker friends'n'family comps from the programming department
  - contest giveaways and CP/CS comps from the marketing department
- escalating will-call/prebox orders to the Inside Ticketing Captain for their handling
- supporting the Delegate & Guest Services (DGS) department in fulfilling digital access for accredited guests

### **PRIMARY FESTIVAL RESPONSIBILITIES: FILMMAKER RUSH REDEMPTIONS AT VBXO**

- support the Inside Ticketing Captain to facilitate rush redemption for badgeholders and as needed
- support the DGS department to facilitate distribution of unassigned comps in the reserve & emergency blocks and as needed

### **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

The position is ideally suited for someone detail-oriented who can think on their feet and respond quickly as situations change in a fast-paced environment.

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

The work schedule for this position will be as follows:

October 9 – November 3, 2023	4 weeks	6 hours (¾ day) / week	24 hrs
November 6 – November 19, 2023	14 days	8 hours / day (FT)	112 hrs
November 20 – December 1, 2023	2 weeks	6 hours (¾ day) / week	12 hrs
<b>TOTAL TIME COMMITMENT</b>			<b>148 hrs</b>

### **APPLYING FOR THIS PLACEMENT**

Please submit a resumé, references, and a cover letter with the details of your educational institution's internship programme to the attention of the **Inside Ticketing Captain** at [jobs@reelasian.com](mailto:jobs@reelasian.com) with **2023 Inside Ticketing Intern** in the subject line by Monday, September 25, 2023. All applications will be reviewed but only those selected for an interview will be contacted.

QUESTIONS? For more information about Reel Asian, visit [www.reelasian.com](http://www.reelasian.com)