



## VACANCY ANNOUNCEMENT FOR FOREIGN NATIONAL STUDENT INTERN PROGRAM U.S. Mission, Canada

### Consular Section Intern (Toronto) \*UNPAID INTERNSHIP\*

Open to: Non-U.S. Citizen Students\*. Candidates must be enrolled half-time or more in a trade school, technical or vocational institute, college, university or comparable recognized educational institute in the field of Film Making.

Posting Date: November 2, 2011

Application Closing date: open until filled

Duration: January to June 2012

*\*American citizens are not eligible to apply for this internship. American students who are interested in internships should apply to the program found at <http://canada.usembassy.gov/about-us/human-resources/internships.html>.*

The U.S. Consulate General Toronto is offering an internship for one student for the Winter/Spring semester in the Consular Section. This is an unpaid internship; as such, the Intern will not be considered an employee of the U.S. Government nor be entitled to payment for his/her service.

**Duties of the Position:** Work with the Consular Section to conceptualize film and edit videos on U.S. Consular Services in Canada. The intern will report directly to either the Vice Consul responsible for the video project or to the Consular Chief. Duties will include:

- Pre-production activities such as assisting in the development of storyboards, planning shooting schedules and determining shoot locations;
- In consultation with the responsible officer, direct and shoot consular videos;
- Post production activities including sourcing non-copyrighted music and images, recording of voice overs, title and graphics and possibly rough and final edits.

#### **Qualifications Required:**

***Experience:*** Demonstrated potential to accomplish the type of work to be performed.

***Language:*** Level IV (fluent) speaking/writing/reading English is required.

***Knowledge:*** Familiarity with academic and cultural institutions in the Toronto region.

***Skills/Abilities:*** Experience with video production and/or film making, including behind-the-cameras and editing processes, excellent written and oral English communication skills, ability to produce polished results while meeting deadlines, and the ability to coordinate activities in a busy office with other Consulate staff.

#### ***Additional Selection Criteria:***

- Applicant must be at least 18 years of age at the time of appointment;
- Applicant must be in good academic standing at current educational institute; and
- Applicant must be able to pass a medical exam and a U.S. non-sensitive security clearance and possess their own medical insurance.

Applicants are expected to commit to an internship of at least twelve (12) weeks in length, with a minimum of 10 to 12 hours per week. Work schedules are at the discretion of the Supervisor.

#### **To Apply:**

Submit the following documentation prior to the closing date of the Vacancy Announcement:

- Completed Application form;
- Statement of Interest outlining objectives/motivations in seeking an internship and how one's academic courses and other experiences relate to the advertised position;
- Certified transcript and written permission from the educational institute; and
- If non-Canadian, copies of a valid study permit or other valid documents issued by Citizenship and Immigration Canada which provides a student with legal status in Canada to undertake an unpaid internship.

*The U.S. Mission Canada is an equal opportunity employer.*

By Mail: Ottawa HR (Foreign National Student Intern Program), P.O. Box 866, Station B, Ottawa, Ontario K1P 5T1  
By Fax: 613-688-3055  
By Email: [ottawahr@state.gov](mailto:ottawahr@state.gov)

\*Application documents can be found online at <http://canada.usembassy.gov/about-us/human-resources/internships.html>.

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