Self Counsel Press Junior Editorial Intern

Self-Counsel Press (www.self-counsel.com) specializes in publishing practical, easy-to-understand business and legal books, and forms packages. We publish books, kits, and downloadable products for the Canadian, American, and international markets.

- This is your opportunity to contribute to the editing process of books, get experience in publishing, and create a few articles that can be used as portfolio pieces
- Prepare reprints and revisions of books and business forms, fact checking, research, proofreading, page proofing, checking CDs for accuracy, and tagging manuscripts for layout
- If you are a writer, you can write articles to be published on our website
- Work in HTML and on other editorial projects may be included

Human Resources and Skills Development Canada Research and Policy Assistant

This placement is an excellent opportunity to engage in policy research, to become familiar with the work of leading Canadian and international social scientists, and to work with data sources specific to lifelong learning issues. You will increase your knowledge of survey content and methodology, as well as expand your knowledge of social and economic issues. You will develop skills and abilities that are easily transferable to various other research avenues.

- Work with a team member on a research project involving quantitative work
- Gain access to the most recent data sets relating to human capital
- Perform analysis of existing reports (including scientific journals), to summarize and to provide key findings relevant for the group
- Conduct literature reviews and summaries
- On occasion perform administrative duties and prepare presentation materials

Vancouver International Children’s Festival Programming and Artist Services Assistant

The Vancouver International Children’s Festival is the longest running and most renowned performing arts festival for young audiences anywhere in the world. This is an exciting opportunity to make an important contribution to BC’s premier cultural event for kids and families.

- Assistance in programming shows
- Contacting performing artists regarding show details and description
- Compiling artists’ promotional materials and database
- Assistance in the creation of simple artist questionnaires
- Handling enquiries from artists
- Assistance in the management of artist tours including travel logistics
- Assistance in the selection of performers for our Youth for Youth Program
- General clerical and administrative support
Pi Theatre Fundraising & Administrative Assistant

Located on scenic Granville Island, Pi Theatre was founded in 1984. We produce plays from the world stage, often in translation, that illuminate the commonalities and contradictions of the human experience. We typically do two shows a year. Throughout the last 25 years, our peers have recognized Pi and its collaborators with 26 Jessie Richardson Awards out of 80 nominations. For more information, visit www.pitheatre.com.

- Assist with the planning and execution of Pi Theatre’s spring fundraising events
- Obtain items for silent auctions and door prizes
- Promote the events through traditional and social media
- Contact potential attendees
- Upkeep of the event website
- Contact potential sponsors of the events
- Research potential sponsorship opportunities for the organization
- Assist with administrative aspects of the annual campaign
- Assist with the administrative functioning of the organization

Aboriginal Affairs and Northern Development Canada Research Assistant

Students will conduct research and provide assistance to research teams studying historical and current First Nations litigation issues and to Litigation Management and Research Branch’s Research Unit. Primary and secondary sources will be used to identify evidence of historic and contemporary events and government policies and practices.

- Library and archival research, document and file review, research analysis, database work, document transcriptions, data organization, document comparisons, document collection, and summaries of historic and contemporary events
- Document findings, annotate chronologies, and research summaries and analytical reports

To learn more about Arts and Social Sciences Co-op and how to get involved, go to www.sfu.ca/coop/assc where you will find detailed information about application deadlines and processes, plus eligibility requirements and a schedule of upcoming Co-op Information Sessions which are held each semester.

Waiting until 4th year is too late! You can get started with Arts Co-op in first or second year

Questions? Need to talk with a Co-op Coordinator? Email us at coop-arts@sfu.ca