

INTERNSHIP APPLICATION GUIDELINES

For Internships in Vancouver, British Columbia



THE FOLLOWING ITEMS ARE NEEDED WHEN APPLYING

- **Cover Letter.** Before writing this please read “**WHAT iCAD INTERNS CAN EXPECT**” and “**WHAT WE EXPECT FROM OUR iCAD INTERNS**”. Write a few paragraphs about your interests and what you hope to gain from your time with us.
- **Resume.** Include your education and graduation date please.
- **URL/Website of your Reel/Portfolio.** By submitting material, you agree that any materials may be used wholly or in part as promotional material, in public relations material or in any other manner.
- **Faculty Recommendation Letter.** The internship application requires a recommendation from the school’s faculty representative. The letter must be written on school letterhead and sent as a PDF file to icad-internships@imageworks.com. Please make sure to include the student’s name in the filename and subject line of the email.
- **Selection will be determined exclusively by the Sony Pictures Imageworks iCAD Internship Committee, at its sole discretion.**

WHAT iCAD INTERNS CAN EXPECT

- Summer internships are a full-time (40 hours per week) commitment of 8 weeks on-site at Imageworks.
- These are paid internships.
- iCAD Interns are responsible for their own housing and transportation.
- Interns are welcomed into the facility and provided with: access to the facility, given a login, workspace, email account and phone. Interns will be provided with a computer workstation and access to all production tools and software.
- Real-time, hands-on experience.
- Professional level in-house training program.
- An opportunity to interact with Imageworks professionals at all levels and from diverse disciplines within the company.
- First-hand experience of the production pipeline and processes of digital animation and effects for live action, CG features, performance capture and/or stereoscopic productions.
- We strive to match the interests of the intern with the activities in the studio and structure an appropriate internship for each individual.
- Every effort will be made to answer questions from our Interns and help them to pursue their goals. With the understanding that we are in production, Imageworks is eager to maximize the iCAD Internship experience.

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WHAT WE EXPECT FROM OUR ICAD INTERNS

- Interns must understand the Imageworks is a fully engaged feature production facility.
- Imageworks is engaged in the creation of digital assets for live action and feature animations.
- **Interns should be familiar with computers, operating systems, networks, and concepts of 3D graphics.**
- Interns are required to complete the Imageworks in-house computer training coursework using proprietary production software, tools, and methods used in production.
- Interns should be flexible, open, proactive, and willing to seek out opportunities as they arise.
- Interns need to be sensitive to the time constraints of employees. All meetings with artists and production staff will be scheduled through the office of the Internship Supervisor upon request.
- Interns must sign a standard nondisclosure agreement and adhere to all Sony Pictures Entertainment policies.
- Interns will have to sign the iCAD Agreement of Expectations

The hosts for iCAD Internships are the iCAD Chair and the iCAD Steering Committee as well as various shows and departments.

ICAD INTERNSHIP ELIGIBILITY

- While this is a paid internship, individuals must provide for their own expenses, including housing and transportation.
- Interns must be eligible to work in Canada for Sony Pictures Imageworks and we will require you to provide supporting documentation that confirms your eligibility for the duration of your internship. ***Interns that require a visa and/or work permit to work in Canada are responsible for obtaining them at their own expense. Programs vary by country, please refer to the applicable government website, or work with an immigration advisor to confirm what programs/permits may be available. Please also note that Sony Pictures Imageworks is unable to sponsor Labour Market Impact Assessment (“LMIA”) for intern level positions.***

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- Proof of ability to work in Canada must be sent to Sony Pictures Imageworks prior to the middle of May, of that year's internship. If sufficient proof is not sent, the offer will be rescinded.
- Able to demonstrate proficiency in computer animation, digital arts, computer science or related field.
- Submission must solely be the work of the applicant.

NO TELEPHONE CALLS PLEASE. All inquiries and questions should be directed to: icad-internships@imageworks.com

SUBMISSION DEADLINES/NOTIFICATIONS

Summer Submission: Applications begins in **November of 2019**. We must receive your completed application by **February 02, 2020** in order to be considered for the Summer 2020 internships.

Notification: We will contact you by email starting at the beginning of March.