

Cultural Human Resources Council



A meaningful first work experience in arts practice, cultural management or arts administration for college and university graduates.

(April 1, 2021 to March 31, 2022)

The Cultural Human Resources Council administers Young Canada Works at *Building Careers in Heritage* (YCW BCH) internships. CHRC is a national not-for-profit arts service organization working for and with all the cultural industries and arts disciplines in the cultural sector including **Digital Media; Film, and Media Production; Live Performing Arts; Music and Sound Recording; Visuals Arts and Crafts; Writing and Publishing;** and **Heritage.**

DEADLINE for application

January 29, 2021 (not March 1st which is the deadline that appears on YCW's Web site)

Duration of internship From 16 to 52 weeks (April 1, 2021 to March 31, 2022). Interns may work full-time or part-time. Priority will be given to Employers that submit applications for full-time internships.

Financial assistance available YCW BCH generally contributes between 50% and 75% of total employment costs (wages, benefits and other eligible expenditures) per internship and may, if justified, contribute up to 85% of eligible employment costs. The maximum program contribution is \$15,000 per internship in Canada. During the application assessment process, priority will be given to employers whose **contributions¹** equal or exceed 25% to 50% of the costs of the internship.”

¹ **In kind contributions:** when you apply for the funding on the YCW website, in the budget section, it is important to include projected in kind contributions to the internship. In kind contributions are non-monetary goods or services which will contribute to the success of the internship; these may include donated equipment, services or facilities, necessary for the proposed internship project, that would otherwise have to be purchased.

How to apply

STEP 1 – Read the Employer Guide <https://www.canada.ca/en/canadian-heritage/services/funding/young-canada-works/employers/employer-guide.html>

Refer to **Section 3: Internship Programs** - YCW at Building Careers in Heritage

Internships in Canada

- Who can apply
- What objectives should your application address?
- Government priorities
- How to apply
- How much assistance is available?
- How will the funds be delivered?
- Questions?

Graduate eligibility (<https://www.canada.ca/en/canadian-heritage/services/funding/young-canada-works/students-graduates/careers-heritage-graduates.html>)

STEP 2 - Register as an Employer at <https://young-canada-works.canada.ca/Account/login>

When you apply, select the following:

2021-2022 as the Program Year

Young Canada Works at Building Careers in Heritage (YCW BCH) internships

Cultural Human Resources Council as the Delivery Organization

Selection criteria

Project Goals: YCW BCH objectives (Refer to Section 1 of the Employer Guide); Benefits for Intern, for Employer. **Planning:** Internship is clearly defined (objectives & measurable outcomes); Clear job description & work plan (tasks & timelines). **Skill Development:** Hands-on, rewarding work experience; Opportunities for networking with professionals; Development of specialized career-related skills & employability (concrete examples). **Job Parameters:** Candidate profile clearly defined; Appropriate salary. **Recruitment:** Transparent selection and interview process planned; Provisions for job equity groups; Clear job poster – inviting applications from Indigenous organizations, youth, and cultural heritage & Official Language Minority organizations. **Orientation & Supervision:** Appropriate supervision & professional support (training, coaching, mentoring, follow-ups, performance evaluation, etc.); Action plan to help support transition to job market during & at the end of internship. **Budget:** Employer's cash and in-kind contribution¹; Estimates & justification; Other sources of funding, if any.

Priority will be given to:

- Employers that submit applications for full-time internships.
- Employers whose contributions (in cash and in kind) equal or exceed 25% to 50% of the costs of the internship.

The following will be taken into consideration:

- **Disciplinary distribution** (Digital Media; Film, and Media Productions; Live Performing Arts; Music and Sound Recording; Visuals Arts and Crafts; Writing and Publishing; and, Heritage)
- Diversity (including Indigenous organizations, youth, and cultural heritage & Official Language Minority organizations)
- **Geographical distribution** (across Canada, rural, urban and remote areas)
- **Official languages distribution**

If you have any questions, please do not hesitate to send an email to ldaoust@culturalhrc.ca

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