

## Cultural Human Resources Council



CHRC's YCW internship must be a **meaningful first work experience** in arts practice, cultural management or arts administration for **college** and **university graduates**.

**2021-2022**

(April 1, 2021 to March 31, 2022)

<p><b>Deadline for application</b></p> <p><b>Duration of internship</b></p> <p><b>YCW contribution</b></p> <p><b>Employer eligibility</b></p> <p><b>How to apply</b></p> <p><b>Selection criteria</b></p> <p><b>YCW Employer obligations</b></p> <p><b>Contract negotiation</b></p> <p><b>Candidate eligibility</b></p>	<p>The Cultural Human Resources Council administers Young Canada Works at <i>Building Careers in Heritage</i> (YCW BCH) internships.</p> <p>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 <b>Digital Media; Film, and Media Production; Live Performing Arts; Music and Sound Recording; Visuals Arts and Crafts; Writing and Publishing; and Heritage.</b></p> <p style="text-align: center;">CHRC does NOT administer a Summer Job Program.</p>
<p><b>Deadline for application</b></p>	<p><b>January 29, 2021</b></p> <p>Applications submitted after this date will not be considered for evaluation.</p>
<p><b>Duration of internship</b></p>	<p>Minimum: 16 weeks/Maximum: 52 weeks</p> <p>Minimum: 30 hours per week/Maximum: 40 hours per week</p>
<p><b>YCW Contribution</b></p>	<p>For YCW BCH internships (administered by CHRC) in arts practice, cultural management and arts administration:</p> <ul style="list-style-type: none"> <li>• CHRC will accept one application per Employer</li> <li>• The maximum contribution is \$10,000 per internship</li> <li>• The average contribution is \$ 6,000 per internship</li> <li>• YCW BCH normally contributes 50 percent of the intern's <b>gross wages</b> and may, as warranted, contribute up to 75 percent. Mandatory Employment-related Costs (MERCs) and all other costs are the Employer's responsibility.</li> </ul>
<p><b>Employer Eligibility</b></p>	<p>Your organization is eligible if it is:</p> <ul style="list-style-type: none"> <li>• an incorporated <b>not-for-profit</b> organization in Canada with an arts mandate;</li> <li>• a professional arts service organization;</li> <li>• an educational or cultural institution that has distinct objectives, programs and budget related to arts;</li> <li>• a non-profit organization, under a provincial, territorial, regional or municipal government, that has distinct objectives, programs and budget related to arts;</li> <li>• an Indigenous regional government or governing body (band/tribal council) and/or Indigenous organization with a mandate to preserve and support Indigenous arts heritage (First Nations, Inuit or Metis);</li> <li>• stable and financially healthy.</li> </ul> <p>Your organization is NOT eligible if it is:</p> <ul style="list-style-type: none"> <li>• for-profit;</li> <li>• a federal department, federal agency or a Crown Corporation;</li> <li>• a provincial or territorial government department; or</li> <li>• a non-profit organization with an arts mandate in support of a federal entity that is operationally dependent on the federal entity by virtue of its administrative and/or a contractual relationship.</li> </ul>

<p><b>How to apply (starting December 15, 2020)</b></p>	<p>It is recommended that <b>before accessing and completing the YCW online application form you prepare and save the content of your application in a Word or text file.</b></p> <p>Register as an Employer online via the YCW Interactive Website <a href="https://young-canada-works.canada.ca/Account/Login">https://young-canada-works.canada.ca/Account/Login</a> and when you apply, select:</p> <ul style="list-style-type: none"> <li>• <b>2021-2022</b> as the Program Year</li> <li>• <b>Young Canada Works at Building Careers in Heritage (YCW BCH)</b> Internships</li> <li>• <b>Cultural Human Resources Council</b> as the Delivery Organization</li> </ul>
<p><b>Selection criteria</b></p>	<p><b>General Project Goals</b></p> <ul style="list-style-type: none"> <li>• YCW BCH objectives (see below)</li> <li>• Benefits for Intern, for Employer</li> </ul> <p><b>Project Planning</b></p> <ul style="list-style-type: none"> <li>• Project clearly defined (objectives &amp; measurable outcomes)</li> <li>• Clear job description &amp; work plan (tasks &amp; timelines)</li> </ul> <p><b>Skill Development</b></p> <ul style="list-style-type: none"> <li>• Hands-on, rewarding work experience</li> <li>• Opportunities for networking with professionals</li> <li>• Development of specialized career-related skills &amp; employability (concrete examples)</li> </ul> <p><b>Job Parameters</b></p> <ul style="list-style-type: none"> <li>• Candidate profile clearly defined</li> <li>• Appropriate salary</li> </ul> <p><b>Recruitment</b></p> <ul style="list-style-type: none"> <li>• Transparent selection and interview process planned</li> <li>• Provisions for job equity groups</li> <li>• Job description provided</li> </ul> <p><b>Orientation &amp; Supervision</b></p> <ul style="list-style-type: none"> <li>• Appropriate supervision &amp; professional support (training, coaching, mentoring, follow-ups, performance evaluation, etc.)</li> <li>• Action plan to help support transition to job market during &amp; after internship</li> </ul> <p><b>Budget</b></p> <ul style="list-style-type: none"> <li>• Employer's cash and in-kind contribution</li> <li>• Complete estimates &amp; coherent justification</li> <li>• Other sources of funding</li> </ul> <p>CHRC's Selection Committee also takes the following into consideration:</p> <ul style="list-style-type: none"> <li>• <b>Disciplinary distribution</b> (Digital Media; Film, and Media Productions; Live Performing Arts; Music and Sound Recording; Visuals Arts and Crafts; Writing and Publishing; and, Heritage)</li> <li>• <b>Diversity</b></li> <li>• <b>Geographical distribution</b> (across Canada, rural, urban and remote areas)</li> <li>• <b>Official languages distribution</b></li> </ul> <p>Please note that the application assessment process will take into account the following priorities.</p> <ul style="list-style-type: none"> <li>• Indigenous organizations, youth, and cultural heritage</li> <li>• Official Language Minority Communities</li> </ul>

<p><b>YCW Employer Obligations</b></p>	<p><b>Reporting and follow-up</b>  As a YCW Employer you must:</p> <ul style="list-style-type: none"> <li>• keep an account of cash and in-kind contributions and expenditures;</li> <li>• ensure that you and your YCW Employee complete and submit ALL of the YCW online forms in a timely manner. <ul style="list-style-type: none"> <li>○ <b>Candidate Eligibility Form</b> (before hiring)</li> <li>○ <i>Staffing Report</i> (during the first week of the employment period)</li> <li>○ <i>End of Work Term Report</i> (within 30 days of the last day of employment)</li> <li>○ <i>Evaluation Questionnaire</i> (within 30 days of the last day of employment)</li> <li>○ Additional information or documentation as requested by CHRC (for example, supporting payroll documentation).</li> </ul> </li> </ul>
<p><b>Contract Negotiation</b></p>	<p><u>If the application is selected:</u>  The Employer receives a confirmation from CHRC.</p> <p>The Employer reviews CHRC’s preliminary offer. If changes to the offer are required, the Employer refuses the offer and provides an explanation to the desired changes. CHRC reviews the Employer’s proposed changes and accepts or refuses them. Negotiations end when the Employer accepts the proposed budget.</p> <p>The internship’s <i>Job Poster</i> becomes viewable on the YCW website once the offer has been accepted by the Employer; the Employer then has access to the online list of registered candidates and can begin the recruitment process.</p> <p>Once a candidate has been selected, and <b>before hiring takes place</b>, the Employer and the candidate both complete and <b>submit the online Candidate Eligibility form</b> for approval. Following CHRC’s approval, the Employer may officially hire the candidate.</p> <p>During the first week of employment, the Employer and the candidate complete and submit the online <i>Staffing Report</i>. Once the <i>Staffing Report</i> has been accepted by CHRC, the contract is prepared. The contract outlines the amount of the contribution, the contractual terms/conditions and the timing of payments.</p> <p><i>Important: If the Employer cannot meet the terms/conditions of employment as set out in the contract, or if the terms/conditions change at any point during the contract, the Employer must immediately contact CHRC to have the contract amended.</i></p> <p>Payments: A first payment of 75% of the contribution will be issued by CHRC upon receipt of the signed contract and acceptance of related documents. The balance will be paid at the end of the internship, upon completion of the online Employer and Intern <i>End of Work Term</i> reports, <i>Evaluation Questionnaires</i> and submission of other required documents within 30 days of the completion of the work term. Final payments are based on the actual project costs.</p>
<p><b>Candidate eligibility</b></p>	<p>Any <b>graduate</b> intern you hire must:</p> <ul style="list-style-type: none"> <li>• be a Canadian citizen or a permanent resident, or have refugee status in Canada.</li> <li>• be legally entitled to work in Canada.</li> <li>• be between 15 and 30 years of age at the start of employment (*where permissible under provincial/territorial labour laws).</li> <li>• meet the specific eligibility criteria of the program to which you apply.</li> <li>• <b>be registered in the YCW online candidate inventory as a graduate.</b></li> <li>• be willing to commit to the full duration of the work assignment (minimum 30 hours a week).</li> <li>• not have another full-time job while employed in a YCW job.</li> </ul> <p>Note: Non-Canadian students or graduates holding temporary work visas or awaiting permanent status are not eligible.</p>

	<p>Further, participants in a Career Focus program (such as CHRC’s YCW at Building Careers in Heritage) must:</p> <ul style="list-style-type: none"> <li>• be a <b>graduate</b> who has graduated from college or university within 24 months of the start of employment;</li> <li>• be unemployed or underemployed, i.e. not employed full-time;</li> <li>• not be receiving Employment Insurance (EI) benefits while employed in a YCW job;</li> <li>• not have previously participated in or been paid under a YCW internship or any other Career Focus internships funded under the Government of Canada's Youth Employment Strategy <a href="https://www.canada.ca/en/employment-social-development/services/funding/youth-employment-strategy.html">https://www.canada.ca/en/employment-social-development/services/funding/youth-employment-strategy.html</a>.</li> </ul>
<p><b><i>YCW and its objectives</i></b></p>	<p>YCW works with Employers who propose projects that support YCW’s general objectives, namely to:</p> <ul style="list-style-type: none"> <li>• help young Canadians gain practical work experience, develop their skills, enhance their employability, and learn more about their career options;</li> <li>• increase the pool of skilled and qualified candidates in the cultural and heritage sectors and offer opportunities to work in both official languages;</li> <li>• enhance the knowledge and appreciation of Canada's achievements and cultural heritage.</li> </ul>

If you have any questions, please do not hesitate to send an email to [ldaoust@culturalhrc.ca](mailto:ldaoust@culturalhrc.ca)  
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