

# NEW ZEALAND MUSIC COMMISSION INDUSTRY INTERNSHIP PROGRAMME 2022

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## FREQUENTLY ASKED QUESTIONS

### What is the New Zealand Music Commission Industry Internship Programme?

The Industry Internship Programme is one of the Music Commission's development initiatives for 2022. This is the fifth year of the Programme following a successful pilot in 2018.

The Industry Internship Programme connects emerging music professionals and recent tertiary graduates (Interns) with New Zealand music organisations and businesses (Hosts).

Interns are given the opportunity to develop skills, networks, experience and connections, while Host music organisations benefit from fresh thinking, additional resource and low risk development of potential employees.

Individuals who are eager to gain experience in the music industry and kick-start their careers in the sector are encouraged to apply.

You can read about three of the Programme's alumni in our 2021 May Book at <https://joom.ag/rSPI/p16>.

### What is a Host Organisation?

The New Zealand music businesses and organisations applying to host an Intern are referred to as Host Organisations.

### What is an Intern?

A person selected by the Music Commission alongside the Host Organisations to participate in the Industry Internship Programme. The Intern will carry out the work and perform the duties as agreed upon in the Host's job description.

While the individual will undertake work for a Host, operate within their code of conduct, and will be compensated financially for their time by the Music Commission, they are not deemed to be an employee of either organisation.

## When and for how long is the placement period of an Intern?

It is intended, alert levels allowing, for some Internships to start in November 2021 and the remainder in February 2022. Internships must be completed before the end of June 2022.

The placement period is a maximum of 400 hours, and will generally follow one of the below models:

- a) 16 weeks for 16 hours per week (256 hours) or
- b) 16 weeks for 24 hours per week (384 hours) or
- c) 10 weeks for 40 hours per week (400 hours).

Some flexibility may be possible to accommodate other weekly schedules.

## Does an Intern get paid?

Yes. The Intern submits fortnightly timesheets to the Music Commission that will be paid on a fortnightly basis. The Intern will be paid the living wage of \$22.75 per hour before tax.

## What type of placement is available?

The types of placements available depend on the Host Organisations who apply. The Music Commission invites Hosts to apply in the first instance, and the job titles of the available Internships will be advertised when Intern applications open.

## What will an Intern be expected to do during their placement?

The Host will provide a job description outlining the Intern's key tasks and responsibilities. The Intern is expected to be involved in an ongoing project as well as being given the opportunity to work in the wider scope of the business. The Intern's tasks and duties will reflect the principles in *What Makes A Good Internship* (see the Host Organisation Information Sheet available on our website).

## How do I apply for an internship / who can apply?

Anyone looking to develop their career in the music sector can apply to be an Intern, but we especially encourage emerging music professionals or recent tertiary graduates nationwide who are eager to gain experience in the music industry and kick-start their careers in the sector.

Those who have applied to the Industry Internship Programme before are also welcome to re-apply again.

If you have already had a successful application to the Internship Programme, you cannot be selected for an internship for a second consecutive year – i.e. if you took part in the 2021 Internship Programme, you will be able to re-apply in the 2023 intake.

Intern application forms will be available on the NZ Music Commission website, [nzmusic.org.nz](http://nzmusic.org.nz). You will need to be a New Zealand citizen or resident to be eligible to apply.

### **How are Interns selected?**

You can apply for up to three Internship positions. Applicants will be shortlisted based on the information submitted in their cover letter, CV and intern application form – with priority given to those that show clear intentions and goals towards future music industry employment.

We recommend you read *How to write a great cover letter and CV* on the Resources page of our website: <https://nzmusic.org.nz/resources/industry-internship-programme/>

### **What support is offered to the Intern?**

A mentor within the Host Organisation will be nominated to 'buddy' with the Intern and help them along the way. Regular catch-up calls between the Intern and the Music Commission will take place as well as catch-up calls between the mentor and the Music Commission. At the end of the placement the mentor and the Intern will be asked to provide detailed performance, outcome and process feedback.

### **What is a mentor?**

A mentor is a person within the Host Organisation who will provide help and assistance to the Intern during their placement. They will be on hand to answer questions, give advice, and help the Intern to identify their strengths and areas they would like to upskill in.

### **How do I apply to be a Host Organisation?**

You will need to submit an Expression of Interest form in the first instance. This is available on the Resources section of our website – please note you will need to contact us at [internships@nzmusic.org.nz](mailto:internships@nzmusic.org.nz) for the form password.

### **How are Host Organisations selected?**

Host Organisations will be selected on the basis of potential areas of business development, and opportunities for Interns to grow their future employment potential in the music sector.

Both the Interns and the Hosts will sign agreements with the Music Commission outlining their obligations and expectations.

### What are my responsibilities as a Host Organisation?

To provide a meaningful internship as outlined in *What Makes A Good Internship*. This is available on the Resources section of our website. Please also ensure to read the Host Organisation Information at the beginning of the Expression of Interest form.

### What if the internship is not working out as I expected?

Open and honest communication between all three parties (NZ Music Commission, Hosts and the Intern) is expected - and facilitated by way of regular catch-up calls.

If an issue arises it should first be discussed between the Intern and the mentor, and the Programme Manager at the Music Commission should be notified. If a serious dispute arises that cannot be resolved then the placement will be terminated in writing by mutual agreement of all parties.

### Who are the people behind the Internship Programme?

The New Zealand Music Commission Te Reo Reka o Aotearoa – [www.nzmusic.org.nz](http://www.nzmusic.org.nz).

### Who should I contact if I have any queries?

Contact the Music Commission – [internships@nzmusic.org.nz](mailto:internships@nzmusic.org.nz) or (09) 376 0115.