

NEW ZEALAND MUSIC COMMISSION INDUSTRY INTERNSHIP PROGRAMME 2020

FREQUENTLY ASKED QUESTIONS

What is the New Zealand Music Commission Industry Internship Programme?

The New Zealand Music Commission Industry Internship Programme is one of the development initiatives for the Music Commission in 2020. This is the third year of the Programme after a successful pilot in 2018 and second year in 2019.

The Internship Programme will partner up to twelve Interns with New Zealand music organisations (Hosts) to develop the skills, networks, experience and connections for the Intern. Host music organisations benefit from fresh thinking, additional resource and low risk development of potential employees.

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 are encouraged to apply.

What is a Host Organisation?

The New Zealand music businesses applying to host an Intern will be referred to as Host Organisations.

What is an Intern?

A person selected by the Music Commission alongside the Host Organisations to participate in its Internship Programme. The individual will carry out the work and perform the duties as agreed upon in the Host's job description. Though the individual will work for a Host and operate within their code of conduct they are not deemed to be an employee of the Host organisation. Although the Intern will be compensated financially for their time by the Music Commission and to a smaller degree, the Host, they are not deemed to be an employee of either organisation.

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

Internships begin in late February / early March 2020 and must be completed by the end of June 2020.

The placement period is a maximum of 400 hours.

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

Some flexibility may be possible to accommodate other weekly schedules.

Does an Intern get paid?

Yes. The Intern will submit weekly timesheets to the Music Commission that will be paid on a fortnightly basis. The Intern will be paid \$20.00 per hour before tax.

What type of placement is available?

The types of placements available will come into effect once Host Organisations are confirmed. The Music Commission invite Hosts to apply in the first instance. The job titles of the available Internships will be advertised when the Internship applications open.

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

The Host will provide a job description outlining the Interns key tasks and responsibilities. The Intern is expected to be involved in an ongoing project as well as being given the opportunity to oversee the wider scope of the business. The Interns tasks and duties will reflect the principles in *What Makes A Good Internship (Host Organisation Information and application form)*.

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

The Industry Internship Programme is one of the Music Commission's development initiatives for 2020. 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 are encouraged to apply.

Intern application forms will be available on the NZ Music Commission website, nzmusic.org.nz on the application opening date.

Applications open 2 December 2019 and close 20 January 2020.

How are Interns selected?

Intern applicants will be able to apply for up to three Internship positions and will be shortlisted based on the information submitted in their cover letter, curriculum vitae and intern application form. Applicants with clear intentions and goals towards future music industry employment will be shown favour.

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 company 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?

Read through the Host Organisation Information Sheet - and *What Makes A Good Internship* at the beginning of the application form. Once read, fill out our Host Organisation application form. The application form includes descriptions outlining the Interns key tasks, responsibilities and personal qualities sought.

Applications are open 4 November 2019 and close 5pm, 25 November 2019.

How are Host Organisations selected?

Host Organisations are selected on the basis of potential areas of business development and opportunities for the intern to grow their future employment potential.

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 Company?

To provide a meaningful internship as is understood by *What Makes A Good Internship*. Please also read over the Host Organisation Information Sheet - both are available at the beginning of the application 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 Domestic 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?

New Zealand Music Commission Te Reo Reka o Aotearoa - www.nzmusic.org.nz

Who should I contact if I have any queries?

Domestic Manager, Emily Crowther
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