

NEW ZEALAND MUSIC COMMISSION INDUSTRY INTERNSHIP PROGRAMME 2021



FREQUENTLY ASKED QUESTIONS

What is the New Zealand Music Commission Industry Internship Programme?

The Music Commission's Industry Internship Programme is one of the development initiatives for the Music Commission in 2021. This is the fourth intake of the Programme.

The Industry Internship Programme will partner Interns with New Zealand music organisations and businesses (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 and organisations 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 the Industry 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 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?

Internships begin in late February / early March 2021 and must be completed by the end of June 2021.

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 the living wage of \$22.10 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 invite Hosts to apply in the first instance. The job titles of the available Internships will be advertised when the Intern applications open in December.

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 work in 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?

Anyone looking to develop their career in the music sector can apply to be an Intern. 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. Intern applications will open Monday 14 December 2020, closing at 5.00pm on Wednesday 20 January 2021.

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 for 2021 Hosts open on Tuesday 17 November, and close at 5:00pm on Tuesday 8 December.

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?

Contact the Music Commission - internships@nzmusic.org.nz or (09) 376 0115