

## Music Industry Internship Program 2012-13

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### PURPOSE

The Music Industry Internship Program will support a paid internship at an established and recognized music company in Manitoba. The purpose of the Music Internship Program is to support the creation of sustainable jobs in Manitoba's music industry, to mentor new workers in the music industry, and to provide human resource assistance to Manitoba companies with a shortage of skilled labour.

### FUNDING

Applicant companies may apply for up to 75% of the wages for a paid Internship, to a maximum of \$15,000. The program will fund one intern for a one year term, commencing **on or before April 1, 2012**. The maximum grant is intended to fund a full time intern position; grant amounts for part-time positions will be prorated. Contributions will be in the form of a grant.

### ELIGIBILITY REQUIREMENTS

- The applicant must be a Manitoba resident.
- The application form must be completed in full.
- All requested materials must accompany the application.

### APPLICATION PROCEDURE

- Applications from companies and interns must be submitted in hard copy by **February 16, 2012**, at 4pm.
- Companies are encouraged to consult with the Program Manager prior to applying.

### SELECTION PROCESS

- Company applications will be subjected to a juried selection process.
- Applications from companies will be adjudicated based on the strength and track record of the company, and the rationale, job description, and learning objectives for the proposed internship.
- Eligible interns will be placed in a pool from which successful companies will select applicants for interviews.
- Applications from interns will be adjudicated based on relevant skills and experience and a proven commitment to working in the music community.

### GRANT PAYMENT

- Payment will be made to companies upon receipt of regular invoices, at intervals to be determined based on the financing plan and agreeable to both Manitoba Music and the company.
- Companies must provide proof of payment of wages, including 25% contribution from the company.
- Approved applicants must enter into a contract that specifies the terms of the grant.

### REPORTING AND EVALUATION

- All approved applicants must agree to take part in an evaluation of the Music Industry Internship Program.
- **All program participants will be asked to must submit interim progress reports and a final report no later than 30 days after the internship concludes. Failure to submit the final report will constitute a breach of contract and will make you ineligible for further funding from Manitoba Music.**

### All applications and inquiries can be directed to:

Sean McManus, Program Manager  
Manitoba Music  
1-376 Donald Street  
Winnipeg, MB R3B 2J2  
P: 204.975.5191  
F: 204.942.6083  
E: sean@manitobamusic.com

Ruben Ramalheiro, Program Coordinator  
Manitoba Music  
1-376 Donald Street  
Winnipeg, MB R3B 2J2  
P: 204.975.4218  
F: 204.942.6083  
E: ruben@manitobamusic.com

## Music Industry Internship Program 2012-13

### APPLICATION FORM: COMPANY

#### THE FOLLOWING MUST ACCOMPANY YOUR SUBMISSION (*PLEASE USE AS CHECKLIST*):

- Legible, signed, and completed Music Industry Internship Program application form
- Rationale
- Description of benefits to intern
- Employment proposal
- Financing plan
- Proof of two years of business operations:
  - financial statements for the company from the previous two fiscal years, or
  - a letter from a qualified accountant attesting to a minimum two years of operations for a sole proprietorship, or
  - a detailed business plan for new companies
- Proof of Manitoba Business Registration
- Printed material regarding the company if the company is unlikely to be known by the review panel

#### PART A: APPLICANT INFORMATION

1. Company/Individual Applying: \_\_\_\_\_  
(name on contract and cheques)
2. Is the Applicant a Manitoba Music Member? YES      NO
3. Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_ E-mail: \_\_\_\_\_
4. Industry Function:      Label                      Agent                      Talent Buyer  
                                 Publisher                      Manager                      Studio                      Other: \_\_\_\_\_
5. Name of Intern Position: \_\_\_\_\_
6. Dates of Internship: \_\_\_\_\_ to \_\_\_\_\_
7. Type of Position (hours per week): \_\_\_\_\_

#### PART B: INTERNSHIP PLAN

Please attach a **detailed rationale** for the internship. Please include:

1. **Rationale:** How will this internship help the company meet its goals?
2. **Intern Benefits:** What will the intern gain from the work experience in this position?
3. **Employment Proposal:** Provide a specific description of the terms and conditions of employment, including the tasks the intern will be performing and the salary.
4. **Financing Plan:** Indicate the amount, number and timing of the payments to the intern under the employment proposal, and state the amount of the company's contribution.

#### DECLARATION

*I the undersigned, the \_\_\_\_\_ of the company, certify that the information and statements in this application and in all supporting documentation are to the best of my knowledge and belief, true and complete and do not contain a misrepresentation.*

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Music Industry Internship Program 2012-13

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### APPLICATION FORM: INTERN

#### THE FOLLOWING MUST ACCOMPANY YOUR SUBMISSION (*PLEASE USE AS CHECKLIST*):

- Legible, signed, and completed Music Industry Internship Program application form
- Cover letter explaining your interest in this program
- Resume listing relevant skills and experience

#### PART A: APPLICANT INFORMATION

1. Individual Applying: \_\_\_\_\_
2. Is Applicant a Manitoba Music Member? YES NO
3. Address: \_\_\_\_\_  
City: \_\_\_\_\_ Phone: \_\_\_\_\_  
Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_ E-mail: \_\_\_\_\_
4. Industry Function (if applicable):  
Label Agent Talent Buyer Publisher  
Manager Studio Other: \_\_\_\_\_

#### PART B: INTERNSHIP PLAN

Please attach a **detailed rationale** for the internship. Please include:

1. **Letter of intent:** How will this internship help you develop your career?
2. **Resume:** Provide specific information regarding related skills and experience.

#### PART C: CONSENT

The undersigned applicant hereby consents to the use by Manitoba Music of all information contained herein or provided to Manitoba Music in connection with this application to determine my suitability for participation in the program and I hereby consent to such information being shared with and disclosed to members of the review panel and to companies who have been selected as potential employers under this program.

#### DECLARATION

*I certify that the statements in this application and the accompanying documentation are true and complete and do not contain a misrepresentation.*

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_