



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

2019-2020

(April 1, 2019 to March 31, 2020)

In order to be able to submit a job funding application, **Employers** that already have a YCW Employer account must resubmit their profile (the year 2019-2020 is checked by default).

Candidates that already have a YCW account must resubmit their profile (the year 2019-2020 is checked by default), in order to be able to express their interest in positions and be selected by employers in 2019-2020.

<p><u>Deadline for application</u></p> <p><u>Duration of internship</u></p> <p><u>YCW contribution</u></p> <p><u>Employer eligibility</u></p> <p><u>How to apply</u></p> <p><u>Selection criteria</u></p> <p><u>YCW Employer obligations</u></p> <p><u>Contract negotiation</u></p> <p><u>Candidate eligibility</u></p> <p><u>YCW and its objectives</u></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 Digital Media; Film, and Media Productions; Live Performing Arts; Music and Sound Recording; Visuals Arts and Crafts; Writing and Publishing; and Heritage.</p> <p style="text-align: center;">CHRC does <u>not</u> administer a Summer Job program.</p>
<p><i>Deadline for application</i></p>	<p>Applications will be accepted starting December 15, 2018. Applications submitted before December 15, 2018 will not be considered.</p> <p>The deadline for application is Friday, February 1, 2019. Applications submitted after February 1, 2019 will not be considered for evaluation.</p>
<p><i>Duration of internship</i></p>	<p>Minimum: 16 weeks/Maximum: 52 weeks Minimum: 30 hours per week/Maximum: 40 hours per week</p>
<p><i>YCW Contribution</i></p>	<p>For YCW BCH internships (administered by CHRC) in arts practice, cultural management and arts administration:</p> <ul style="list-style-type: none"> • CHRC will accept one application per Employer • The maximum contribution is \$10,000 per internship • The average contribution is \$ 6,000 per internship • YCW BCH normally contributes between 25 to 50 percent of the recent graduate's total employment costs (wages, benefits and other eligible expenditures) and may, as warranted, contribute up to 75 percent of employment costs. The YCW contribution must be applied to the intern's wages; Mandatory Employment-related Costs (MERCs) and all other costs are the Employer's responsibility.

<p><i>Employer Eligibility</i></p>	<p>Your organization is eligible if it is:</p> <ul style="list-style-type: none"> • an incorporated not-for-profit organization in Canada with an arts mandate; • a professional arts service organization; • an educational or cultural institution that has distinct objectives, programs and budget related to arts; • a non-profit organization, under a provincial, territorial, regional or municipal government, that has distinct objectives, programs and budget related to arts; • 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); • stable and financially healthy. <p><u>Your organization is NOT eligible if it is:</u></p> <ul style="list-style-type: none"> • for-profit; • a federal department, federal agency or a Crown Corporation; • a provincial or territorial government department; or • 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.
<p><i>How to apply</i></p>	<p>Apply online via the YCW Interactive Website elect:</p> <ul style="list-style-type: none"> • 2019-2020 as the Program Year • Young Canada Works at Building Careers in Heritage (YCW BCH) Internships • Cultural Human Resources Council as the Delivery Organization <p>If you already have an Employer account on the YCW Interactive Website, just log in; if you do not have an account, sign up. It is recommended that before accessing the YCW online application form you prepare and save the content of your application in a Word or text file.</p>
<p><i>Selection criteria</i></p>	<p>General Project Goals</p> <ul style="list-style-type: none"> • YCW BCH objectives (see below – <i>YCW and its objectives</i>) • Benefits for intern, for Employer <p>Project Planning</p> <ul style="list-style-type: none"> • Project clearly defined (objectives & measurable outcomes) • Clear job description & work plan (tasks & timelines) <p>Skill Development</p> <ul style="list-style-type: none"> • Hands-on, rewarding work experience • Opportunities for networking with professionals • Development of specialized career-related skills & employability (concrete examples) <p>Job Parameters</p> <ul style="list-style-type: none"> • Candidate profile clearly defined • Appropriate salary <p>Recruitment</p> <ul style="list-style-type: none"> • Transparent selection and interview process planned • Provisions for job equity groups • Job description provided <p>Orientation & Supervision</p> <ul style="list-style-type: none"> • Appropriate supervision & professional support (training, coaching, mentoring, follow-ups, performance evaluation, etc.) • Action plan to help support transition to job market during & after internship <p>Budget</p> <ul style="list-style-type: none"> • Employer's cash and in-kind contribution* • Complete estimates & coherent justification • Other sources of funding

*Calculation of the value of the mentor's time (weeks of internship x 1 day/week x \$50/hour)

CHRC's Selection Committee also takes the following into consideration:

- **Disciplinary distribution** (Digital Media; Film, and Media Productions; Live Performing Arts; Music and Sound Recording; Visuals Arts and Crafts; Writing and Publishing; and, Heritage)
- **Geographical distribution** (across Canada, rural, urban and remote areas)
- **Diversity**
- **Official languages distribution**

YCW Employer obligations

Recruiting and hiring

As a YCW Employer you must:

- undertake a fair and transparent selection process (including open competitions and unbiased adjudication of eligible candidates) and respond to applicants in a timely manner (you may be required to explain your selection process in writing to CHRC);
- ensure that all candidates are registered in the YCW online candidate inventory and meet program eligibility criteria (see Candidate Eligibility);
- complete and submit an online *Candidate Eligibility Form* to your Delivery Organization for approval of your candidate's eligibility BEFORE hiring your candidate;
- complete an online *Staffing Report* within the first week of employment (both Employer and employee portions);
- comply with applicable federal, provincial or territorial labour laws, regulations and statutes, including occupational safety standards and employment insurance or equivalent;
- acknowledge the Government of Canada in your promotional and media activities. For guidelines and graphic symbols [Public Acknowledgement](https://www.canada.ca/en/canadian-heritage/services/funding/acknowledgement-financial-support.html) <https://www.canada.ca/en/canadian-heritage/services/funding/acknowledgement-financial-support.html>;
- sign a contract with CHRC.

Training and supervision

As a YCW BCH Employer, you must:

- provide each YCW employee with a job description, orientation and a work plan that includes specific objectives;
- establish a skills development plan with the YCW intern that is tailored to their needs;
- provide training in the required job tasks;
- offer job-search support and follow-up at the end of the internship.

Salary and benefits

As a YCW Employer, you must:

- pay wages and benefits in a timely manner in accordance with labour laws and regulations of the province/territory of the work site. Employee wages must be in line with industry standards in the region where they are working and commensurate with their training and work experience. The subsidized work week is a minimum of 30 to a maximum of 40 hours. YCW contributions are based on the actual salaries paid to employees.
- pay participants from payroll and make the required source deductions.

Transportation arrangements

If transportation is required for the duties related to the job, you must

- provide adequate insurance coverage for the YCW employee required to drive a vehicle;
- cover transportation costs for the YCW employee who uses authorized public transportation.

	<p>Reporting and follow-up</p> <p>As a YCW Employer you must:</p> <ul style="list-style-type: none"> • keep an account of cash and in-kind contributions and expenditures; • ensure that you and your YCW employee complete ALL of the following forms that are available online at the YCW interactive Website in a timely manner: https://young-canada-works.canada.ca/Account/Login. <ul style="list-style-type: none"> ○ <i>Candidate Eligibility Form</i> (before hiring) ○ <i>Staffing Report</i> (during the first week of the employment period) ○ <i>Evaluation Questionnaire</i> (Employee’s portion due during the last week of employment; Employer’s portion due within 30 days of the last day of employment) ○ <i>End of Work Term Report</i> (Employee’s portion due during the last week of employment; Employer’s portion due within 30 days of the last day of employment) ○ Any additional information or documentation that may be requested by CHRC (for example, supporting payroll documentation).
<p><i>Contract Negotiation</i></p>	<p><u>If the application is selected:</u></p> <p>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 before hiring takes place, the Employer and the candidate both complete and submit the online <i>Candidate Eligibility</i> form for pre-approval of the candidate. Following CHRC’s approval, the Employer may officially hire the candidate.</p> <p>During the first week of employment, the employer and the candidate both complete and submit the online <i>Staffing Report</i>. <i>Once the 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 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><i>Candidate eligibility</i></p>	<p>Any recent graduate intern you hire must:</p> <ul style="list-style-type: none"> • be a Canadian citizen or a permanent resident, or have refugee status in Canada. • be legally entitled to work in Canada. • be between 15* and 30 years of age at the start of employment (*where permissible under provincial/territorial labour laws).

	<ul style="list-style-type: none"> • meet the specific eligibility criteria of the program to which you apply. • be registered in the YCW online candidate inventory. • be willing to commit to the full duration of the work assignment (minimum 30 hours a week). • not have another full-time job while employed in a YCW job. <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"> • be a recent graduate who has graduated from college or university within 24 months of the start of employment; • be unemployed or underemployed, i.e. not employed full-time; • not be receiving Employment Insurance (EI) benefits while employed in a YCW job; • 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 https://www.canada.ca/en/employment-social-development/services/funding/youth-employment-strategy.html.
<p><i>YCW and its objectives</i></p>	<p>YCW works with employers who propose projects that support YCW’s general objectives, namely to:</p> <ul style="list-style-type: none"> • help young Canadians gain practical work experience, develop their skills, enhance their employability, and learn more about their career options; • increase the pool of skilled and qualified candidates in the cultural and heritage sectors and offer opportunities to work in both official languages; • enhance the knowledge and appreciation of Canada's achievements and cultural heritage. <p>Please note that the application assessment process will take into account the following priorities.</p> <p>Indigenous organizations, youth, and cultural heritage (First Nations, Inuit or Metis), including applications</p> <ul style="list-style-type: none"> • from indigenous employers (all eligible projects); • for a project aimed at indigenous participants (indigenous or non-indigenous employer); • for a project focusing on indigenous cultural heritage (indigenous or a non-indigenous employer).

If you have any questions, please do not hesitate to send an email to ldaoust@culturalhrc.ca, Lucie D’Aoust, CHRC Youth Internship Program Coordinator.