



CALL FOR APPLICATIONS INTERNSHIPS FOR RECENT GRADUATES

2018 CALL FOR APPLICATIONS YOUNG CANADA WORKS AT BUILDING CAREERS IN HERITAGE (INTERNSHIPS FOR RECENT GRADUATES)

Apply by February 1, 2018

Thanks to the Government of Canada's continued support, more than 700 museums across Canada benefitted from the YCW program in 2017, accessing more than \$8.8 million in funding for summer jobs for students and internships for recent graduates. We are especially pleased that the federal government will be renewing its commitment in support of this program for 2018. This is a wonderful success story for young Canadians and the entire Canadian museum community – don't miss out on this opportunity to tap into the talent!

This call for applications is for **YCW at Building Careers in Heritage (internships for recent graduates)**.

**Please note that this is the only intake period scheduled for the 2018 YCWBCH program.*

What is Young Canada Works?

Young Canada Works (YCW), an initiative of the Department of Canadian Heritage, was created in 1996 to help young Canadians develop work skills and on-the-job experience.

YCW is part of the Government of Canada's *Youth Employment Strategy*, which is committed to helping young people – students and graduates – particularly those facing barriers to employment, get the information and gain the skills, experience and ability they need to enter Canada's workforce.

YCW at Building Careers in Heritage (YCWBCH) is the stream of funding that allows museums and heritage organizations to create internship opportunities for Canadian youth who have graduated within the past 24 months.

Which organizations can apply?

The CMA's priority is to fund museums and related organizations in Canada. Canadian organizations that wish to apply for an international museology internship project must coordinate their application with the host museum/organization abroad.

Employers must meet the YCW BCH program eligibility criteria, as outlined in:

- [YCW Employer Guide](#)
- [YCW BCH Eligibility Criteria for Employers](#)

Who are the youth participants? How are youth participants selected?

YCW BCH internships are aimed at **post-secondary graduates** who have graduated within the past 24 months. Youth participants must meet the general YCW and specific YCW BCH program eligibility criteria as outlined in:

- [YCW BCH Eligibility Criteria for Graduates](#)

Approved employers are responsible for conducting their own recruitment.

Employers must recruit for approved positions through a fair and balanced selection process (i.e. open competitions and unbiased adjudication of eligible candidates), and respond to youth applicants in a timely manner.

What types of positions can be funded?

The CMA supports jobs that build upon the many functions of a museum, such as:

- Collections Management;
- Curatorial Research;
- Conservation, Preservation;
- Education, Interpretation, Public Programming; and
- Museum Administration and Marketing.

Please note that CMA's YCW program does not fund general maintenance, custodial or grounds keeping positions.

YCWBCCH Internship Requirements for this Call for Funding Applications

- **Canadian Internships** must be scheduled for a minimum duration of 4 months.
- [International Museology Internships](#) must be scheduled for a minimum duration of 6 months.
- All Internships must be scheduled within the Government of Canada's fiscal year (ending no later than March 31, 2019).
- Internships must offer 30 to 40 hours of work per week. Part-time employment is permitted for candidates with a disability.

How will YCWBCCH employer applications be reviewed and selected?

All positions will be evaluated by a peer review committee of museum professionals. Application selection is based on the program criteria established by the Department of Canadian Heritage:

- Selection Criteria for [YCWBCCH Canadian Internships](#)
- Selection Criteria for [YCWBCCH International Museology Internships](#)

The proposed job should be in line with the relevant [Strategic Outcome](#) of the Department of Canadian Heritage: Canadian artistic expressions and cultural content are created and accessible at home and abroad.

The application should also meet at least one of the following Heritage Programs objectives:

- Heritage institutions and heritage workers have improved their professional knowledge, skills and practices.
- Heritage collections are preserved by heritage institutions for current and future generations.
- Canadian and international audiences access content presented by heritage institutions.

Priority will be given to indigenous organizations, youth, and cultural heritage (First Nations, Inuit or Metis), including applications:

- 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).

How much funding is available?

CMA is expecting to fund a minimum of 165 internships in 2018-2019. YCWBCCH normally contributes between 25 and 50 percent of salary costs and may, as warranted, contribute up to 75 percent of salary costs. At least 80 percent of the YCW contribution is reserved for the intern's wages and allowances.

*Applicants are expected to make financial and in-kind contributions totalling at least 50% of the overall project costs.

Maximum contributions are:

- \$10,000 per internship in Canada
- \$12,000 for a Conservation Science internship in Canada
- \$15,000 for an [international museology internship](#)

* Limit of \$50,000 per organization

How to apply

Submit an online application for 2018 at young-canada-works.canada.ca before the deadline.

The CMA strongly suggests that all employer applicants start their 2018 applications well in advance to allow sufficient time to submit their applications.

We also recommend that employers prepare and save the content of their application in a Word or text file prior to accessing the online application.

For technical support, please call us at 613-567-0099.

YCW transitioned to a new website for the 2017 program cycle – please ensure that you are submitting your application at the correct website – young-canada-works.canada.ca

Application Deadline

Thursday, February 1, 2018.

When will decisions be released?

The CMA is expecting decisions to be announced in April 2018.

Interested in applying for a 2018 YCW in Heritage Organizations summer student position?

Read the YCW in Heritage Organizations 2018 [Call for Applications](#).

Important resources

- [CMA's website – for YCW employers section](#)
- [YCW Employer Guide](#)
- [YCW BCH Eligibility Criteria for Employers](#)
- [YCW BCH Eligibility Criteria for Graduates](#)
- Selection Criteria for [YCW BCH Canadian Internships](#)
- Selection Criteria for [YCW BCH International Museology Internships](#)

Questions?

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