



CALL FOR APPLICATIONS SUMMER JOBS FOR STUDENTS

2018 CALL FOR APPLICATIONS YOUNG CANADA WORKS IN HERITAGE ORGANIZATIONS (SUMMER JOBS FOR STUDENTS)

Apply by January 15, 2018

Thanks to the Government of Canada's 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 in Heritage Organizations (summer jobs for students)**.

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 in Heritage Organizations (YCWHO) is the stream of funding that allows museums and heritage organizations to create summer job opportunities for Canadian youth who are currently enrolled in full-time studies.

Which organizations can apply?

The CMA's priority is to fund museums and related organizations in Canada. Employers must meet the YCWHO program eligibility criteria, as outlined in:

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

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

YCWHO summer jobs are aimed at **full-time students between the ages of 15 and 30** who are intending to return to full-time studies in the next academic semester. Youth participants must meet the general YCW and specific YCWHO program eligibility criteria outlined in:

- [YCWHO Eligibility for Students](#)

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.

Given the increasing demand from youth for YCWHO summer jobs, employers are encouraged to give priority to recruiting new participants in this program. Employers whose preferred candidate has previously participated in a YCWHO position at their organization must provide written justification to their delivery organization explaining how the new position will further develop the participant's skills and knowledge.

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.

YCWHO Summer Jobs Requirements for this Call for Funding Applications

- Summer jobs must be scheduled for a minimum duration of 6 weeks to maximum 16 weeks
- Summer jobs must be scheduled during the summer, generally May to early-September
- Summer jobs must offer 30 to 40 hours of work per week. Part-time employment is permitted for candidates with a disability.

How will YCWHO employer applications be reviewed and selected?

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

- [YCWHO \(Summer Jobs\) Evaluation Criteria](#)

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 1,450 summer jobs in 2018.
- YCW provides partial subsidies for salary costs up to \$8,000 per position, with a limit of \$50,000 per organization. YCWHO normally contributes between 25 and 50 percent of salary costs and may, as warranted, contribute up to 75 percent of salary costs.
- Please note that a substantial portion of the CMA's funding is reserved for small and medium-sized museums with annual operating budgets of less than \$1 million.

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

Monday, January 15, 2018

When will decisions be released?

For this Call for Applications, the CMA is expecting decisions to be announced in April 2018.

Interested in applying for a 2018 YCW at Building Careers in Heritage Internship?

Read the [Building Careers in Heritage \(YCW BCH\) 2018 Call for Applications](#).

Important resources

- [CMA's website – for YCW employers section](#)
- [YCW Employer Guide](#)
- [YCWHO Eligibility Criteria for Employers](#)
- [YCWHO Eligibility for Students](#)
- [YCWHO Evaluation Criteria – Summer Jobs](#)

Questions?

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