



# CALL FOR APPLICATIONS INTERNSHIPS FOR RECENT GRADUATES

## 2019 CALL FOR APPLICATIONS YOUNG CANADA WORKS AT BUILDING CAREERS IN HERITAGE – **CONSERVATION SCIENCE** (INTERNSHIPS FOR RECENT GRADUATES)

Apply by **April 15, 2019** for Conservation Science projects

The Canadian Museums Association (CMA) is pleased to announce its renewed commitment to delivering the 2019 Young Canada Works program – a shared initiative with the Department of Canadian Heritage. Don't miss out on this opportunity to bring innovative ideas and competitive skills to your organization, while providing a student or recent graduate with a valuable and rewarding work experience!

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

### ***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 (YCW BCH) 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.

***YCW BCH 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, 2020).
- Internships must offer 30 to 40 hours of work per week. Part-time employment is permitted for candidates with a disability.

***How will YCW BCH 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](#)

Young Canada Works at Building Careers in Heritage (YCWBCCH) helps unemployed or under-employed recent Canadian college and university graduates to acquire professional skills and experience through career-oriented internships in Canada and abroad. Per the 2019 [Employer Guide](#), **your application should meet YCW general objectives as well as the specific YCWBCCH program objectives that follow.**

General Objectives of YCW:

YCW works with employers who propose projects that support YCW's general objectives, namely to:

- 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.

The specific objectives of YCWBCCH are:

For graduates:

- help Canadian young graduates find career-oriented internships corresponding to their educational profile in order to acquire specialized skills and increase their employability;
- help them to acquire advanced professional work experience as well as knowledge and practical skills in key functions of heritage and culture organizations;
- help them to integrate into the labour force in the heritage and culture sectors after their internship or earn money for post-graduate studies in a related sphere.

For the heritage sector:

- help heritage and culture organizations meet their long-term needs for professional human resources to sustain their ongoing operations.

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?***

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 2019 at [young-canada-works.canada.ca](http://young-canada-works.canada.ca) before the deadline.

The CMA strongly suggests that all employer applicants start their 2019 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.**

### ***Application Deadline***

**Monday, April 15, 2019 – Conservation Science projects**

### ***When will decisions be released?***

For this Call for Applications, the CMA is expecting decisions to be announced in May 2019.

### ***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?***

(613) 567-0099

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