



INTERNSHIP PROGRAM
Nouvelle Garde

Program Presentation
2019



The Conseil des arts de Montréal (CAM) and Carrefour jeunesse-emploi Montréal Centre-Ville (CJE), in partnership with RBC Foundation and the Fonds de solidarité FTQ, are launching Nouvelle Garde, an entirely new professional internship program created for young artists and cultural workers.

1. PROGRAM TITLE

Nouvelle Garde

2. PROGRAM DESCRIPTION

The program is designed to enable **artists**¹ and young **cultural workers** who are interested in pursuing a career in culture and the arts to acquire a first or second work experience in the form of a paid internship with recognized organizations. Internships are preceded by employability training that focuses on self-employment and employability.

3. THE ISSUE

Young artists and cultural workers face obstacles to employment that are specific to the cultural sector. They must contend with several challenges: strong competition, a fragmented industry, heavy workloads, employment irregularity and insecurity, a lack of suitable resources and the lack of a network of contacts.

Based on the recommendations of Compétence Culture, the Conseil des arts de Montréal and CJE Montréal Centre-Ville, the partners recognize that young artists and cultural workers have the following needs: access to information and resources, the development of multidisciplinary skills (such as employability and career management), support, supervision and follow-up, networking and opening doors to gaining professional experience suited to their qualifications.

4. PROGRAM OBJECTIVES

The partners in the Nouvelle Garde program aim to provide young artists and educated cultural workers with opportunities to **launch their careers** in the arts and culture sector through paid internships at recognized arts and culture organizations. By means of these internships, young people will be able to find jobs **suited to their qualifications**.

The program also aims to make young people **more independent**, particularly through the acquisition of **employability skills** adapted to their field, which they will then be able to maintain throughout their careers. It seeks to keep them in **long-term employment**, preferably at the same organizations where they were placed as interns.

More specifically, the project aims to:

- enable young artists and cultural workers to gain employability skills suited to their sector of activity;
- allow young artists and cultural workers to familiarize themselves with the realities of the arts and culture sector;
- facilitate the rapid integration of young artists and cultural workers in the workforce;

¹ Items in blue are defined in the glossary at the following address: <http://www.artsmontreal.org/en/glossary>

- increase the number of jobs for emerging artists in arts and culture organizations;
- improve the living conditions of young artists and cultural workers;
- help young artists and cultural workers expand their network of contacts;
- help young artists and cultural workers acquire professional status;
- ensure that there is a supply of emerging talent available to arts and culture organizations;
- facilitate knowledge-sharing;
- enhance digital technology and information-processing skills in the workplace;
- address the labour shortage in arts management, communications and marketing, and market development.

5. ELIGIBILITY

A – Participants

Participants must hold a post-secondary (college or university) diploma, preferably in an artistic field. They must be between 16 and 35 years of age when they submit their application ([age 35 or less on the first day of the internship](#)). They must have completed their studies and obtained their diploma [between 2018 and 2013](#). In addition, they must be experiencing difficulty joining the labour force. They must also be Canadian citizens or landed immigrants who are living in Canada when they submit their application, and they must reside on the island of Montréal. Finally, they must not be receiving employment insurance benefits.

B – Employers in the arts and culture sector (hereafter “Employers”)

a) Organizations

This program targets [professional organizations](#) active in circus arts, street performance, visual arts, digital arts, cinema and video, dance, literature (including cultural periodicals), [new artistic practices](#), music and theatre.

These organizations may be visual artists’ centres, performing arts creation and production companies, specialized or [pluridisciplinary](#) presenters, organizations responsible for festivals or disciplinary or pluridisciplinary events, cinema and auteur video creation and production centres, art galleries, museums, service organizations, cultural periodical publishers, artists’ associations, professional associations, etc.

→ Status and conditions

- Non-profit corporation or a non-profit artists’ cooperative that does not provide discounts
- Head office on the island of Montréal
- Board of directors mainly composed of Canadian citizens or permanent residents
- Primary mandate: pursue creation, production and presentation activities in the arts or serve as an organization composed of and representing artists and/or cultural workers in a specific discipline or pluridisciplinary sector

b) Cultural businesses

Cultural businesses include businesses in the fields of virtual reality, animation and video games, event organization, film production and distribution, publishing, art galleries, etc.

→ Status and conditions

- Head office on the island of Montréal
- Board of directors mainly composed of Canadian citizens or permanent residents of Canada

- Primary mandate: pursue creation, production and presentation activities in the arts and culture sector

6. INELIGIBILITY

The following organizations are ineligible for this program:

- artists' collectives;
- requests for activities that have already been produced or are in the process of being realized;
- public bodies and parapublic bodies representing governments and municipal corporations;
- libraries;
- organizations providing artist employability and representation services;
- organizations dedicated to teaching, education and professional training.

7. NATURE OF PROJECTS

7.1 Artistic and administrative internships

Employers are invited to submit an application offering an internship to a young artist or cultural worker.

Young artists and cultural workers are invited to submit an application detailing their professional goals in order to obtain an internship in a cultural sector.

Employers and interns must fill out their applications separately.

The evaluation committee will divide the participants into pairs, each composed of one intern and one employer. Fifteen (15) internships will be made possible by the Nouvelle Garde program.

Under the program, two types of internships will be possible:

Component 1: Administrative internship for cultural workers

The intern will be able to assist various managers with general or administrative management, communications, production, market development or audience development. He or she may also have an opportunity to work as a project manager and develop new fields of activity under the supervision of a superior.

This type of internship encourages the transfer of expertise and know-how. It allows for the acquisition of solid work experience with a view to enhancing the intern's employability and his or her chances of keeping a full-time job or obtaining a contract as a self-employed worker.

Component 2: Artistic internship for artists and creators

Employers take on young artists and creators and allow them to realize artistic activities. They provide young participants with opportunities to practise their art at establish companies or cultural enterprises and to gain relevant work experience, thereby enabling them to add to their résumés and expand their networks. This type of internship promotes the development of the intern's artistic or technical potential. Internships can involve a wide range of jobs: lighting technician, musician, director, costume designer, writer, choreographer, artistic director, dancer, actor, etc.

These internships help artists achieve professional recognition. They enhance their employability and aim to raise their profile and eventually the number of contracts they are awarded.

7.2 Employability training

The 15 interns selected for the program will receive training on employability and self-employment geared to artists and cultural workers. Training sessions will take place alternately in groups and individually and will focus on essential employability skills. In addition, the training will provide opportunities for networking and mutual support and encourage attendance by fostering a feeling of belonging to the project.

8. SCHEDULE

The length of all internships is 12 weeks on a full-time basis (30 hours a week) for each component. Internships must take place from September 16 to December 6, 2019.

Call for projects: May 10 to June 14, 2019

Deadline: June 14, 2019

Response to young participants and employers: after August 16, 2019

Internship period: September 16 to December 6, 2019

Employability training for interns and wrap-up : December 9 to December 13, 2019

9. PRESENTING A REQUEST

Interns will have to fill out the specific program form and provide the requested information regarding:

- **their career path:** a résumé listing education completion dates and the institutions attended, along with any professional experience;
- **their professional goals:** a letter of intent describing their short- and long-term professional goals, details concerning the type of internship desired, and their objectives.

Employers will have to fill out the specific program form and provide the requested information regarding:

- **internship supervisor(s):** short bio(s);
- **internship objectives and description:** a detailed description of duties, established objectives, planned activities and the relevant conditions;
- **anticipated results:** anticipated consequences for the intern and the organization;
- **internship schedule:** a comprehensive description of work phases for every month and a calendar of internship-related activities;
- **budget:** internship-related expenditures;
- **the possibility of keeping the candidate on for a longer time and offering him or her a job.**

Only the required documents will be presented to the evaluation committee. No additional material will be forwarded to the committee.

10. EVALUATION OF THE APPLICATION

Employers

The person in charge of the program will check whether the organizations, cultural businesses and participants are eligible. Applications will be evaluated by a committee composed of representatives of the Conseil des arts de Montréal, an artist or cultural worker selected by the Conseil and CJE.

The committee will base its evaluation on the program objectives and the following criteria:

- the quality of the plan prepared regarding professional enrichment and the acquisition of new skills;
- the professional qualifications of the resources assigned to the project;
- the pertinence of the project calendar (steps and timeframe);
- the employer's ability to provide work for the participants after the internship;
- the management capabilities of the organization or cultural business;
- project feasibility.

All applications will be evaluated on merit, and the selection will take account of both the relative value of the applications and the available resources.

The recommendations from the selection committee members are presented for approval to the Board of Directors of the Conseil des arts de Montréal, the decisions of which are final and without appeal.

Young participants

The selection committee will check that the general eligibility requirements (age, status, place of residence, etc.) are met. The committee will also take account of the following factors:

- post-secondary diploma in the arts and culture sector;
- interest in starting and pursuing a career in the arts and culture sector;
- ability to imagine himself or herself in a concrete internship environment
- availability to complete the entire program.

The committee will ensure significant (roughly 50%) representation of young artists from the First Nations and a range of cultural backgrounds in the selected cohorts.

11. NATURE OF FINANCIAL ASSISTANCE

CJE will pay the employer the amount of the intern's salary, as follows:

$$\text{\$15/h} \times 30 \text{ h/wk.} \times 12 \text{ wks.} = \text{\$5,400}$$

The employer's contribution will be to pay the payroll taxes on the total wages:

$$\text{\$5,400} \times 15.515 \%^2 = \text{\$837,81}^3$$

$$\text{TOTAL PAID TO INTERN} = \text{\$6,237.81}$$

The wages will be paid upon presentation of a request for reimbursement, made at the start, in the middle and at the end of the internship. As required, an employer could receive a lump-sum amount (\$1,200) at the beginning of the internship to cover certain expenses incurred in onboarding the intern, which can vary depending on the component and the nature of the

² RRQ 5,4%, RQAP 0,767 %, FSS 2,3 %, A-E 1,778 %. CNT 0,07 %, CSST 1,2 %, Vacances 4% Total 15,515 %

³ For information purposes only. Payroll taxes may vary.

internship (increase in the number of internship weeks or wages, technical materials, workstation, etc.).

The amount granted cannot cover expenses included in the organization's operating budget or the costs covered by another assistance program. This financial assistance is one-time and non-retroactive.

12. OBLIGATIONS OF EMPLOYERS AND SELECTED PARTICIPANTS

Organizations and cultural businesses that take on an intern agree to:

- provide an adequate work environment (equipped workstation complete with computer hardware, all necessary software, a rehearsal space, workshops, etc., depending on the nature of the internship);
- supply a qualified employee to set objectives, ensure the internship proceeds smoothly, and evaluate the results;
- make various tools available to the intern, including reference works in the relevant field;
- if possible, help raise the intern's wages;
- seriously consider the possibility of keeping the intern on after the internship or offering him or her a contract;
- sign an agreement drafted by the employer, the intern and the project manager and describing the internship objectives; in addition to setting clear objectives, the agreement must stipulate the type of duties and responsibilities assigned to the intern with a view to achieving the established objectives;
- prepare the progress report(s) and a final report;
- publicly mention the contribution of the Conseil des arts de Montréal (CAM) and Carrefour jeunesse-emploi Montréal Centre-Ville, in partnership with RBC Royal Bank and the Fonds de solidarité FTQ, and reproduce their logos in their programs, brochures, folders and other promotional materials. The Conseil's logo and the applicable usage standards will be provided later.

The intern agrees to:

- participate in employability training measures and post-mortem meetings;
- make himself or herself available for the entire duration of the internship and refrain from accepting another job (part-time or full-time);
- complete the internship through to the end of the project, including the post-mortem.

If the employer substantially modifies the nature of the internship or interrupts it, it must repay a proportion of the onboarding lump sum corresponding to the elapsed time.

In the event that the intern, for serious reasons, cannot complete the internship, he or she may be replaced by another participant. The latter must meet the eligibility requirements described in point 5 A.

For the employer, the act of cashing a financial assistance cheque constitutes an agreement to carry out the activities covered by the financial assistance in question and to fulfil the associated conditions.

13. REGISTRATION DATES AND RESPONSE FROM THE CONSEIL

The registration deadline is **Friday, June 14, 2019 at 11:59 p.m.**

Applications for organizations and cultural businesses must be submitted via the **ORORA portal** : <https://www.artsmontreal.org/en/orora>

Interns must fill up the online submission form: www.nouvelle-garde.org

Applications that are incomplete or received after the deadline will not be accepted.

The decisions of the Conseil des arts de Montréal and its partners will be announced after August 16, 2019.

13. INFORMATION

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