

## Performing Arts Internships

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### 2017 Program Guidelines

*Metcalf works with Canadians to imagine and build a just, healthy, and creative society. As one of its three primary pillars of action, the Foundation's Performing Arts Program achieves these goals by engaging with and supporting a thriving, healthy, and adaptive performing arts environment, which it understands to be a dynamic balance between **art**, **people**, and **resources**. The Foundation's Performing Arts programs engage directly with, or in the interplay between, these three fundamental elements. Specifically, the Internships program invests in people in the sector by increasing the number of better-positioned cultural leaders and arts workers who advance the field through gainful and sustainable employment.*

The performing arts are collaborative and labour intensive. It takes a myriad of highly trained people – artists, producers, administrators, craftspeople, technicians, and facility staff – to make a professional performance possible. The people in the performing arts, whether onstage or off, are its most crucial resource. They are creative, committed individuals striving to create and produce in a complex, challenging environment.

Cultural leaders and arts workers realize their career ambitions in a number of ways, from formal training on a dedicated path to transitions within the arts sector itself. Regardless of the trajectory, what remains clear is the need for high-level, mentor-driven learning by and within the field in order to achieve success.

The Metcalf Foundation wants to strengthen the performing arts by supporting paid internships for artists, administrators, and production staff. The Foundation will support the creation of internship opportunities for administrators, choreographers, composers, conductors, curators, designers, directors, playwrights, and production staff.

The internships are designed to encourage the sharing of the rich experience and specialized knowledge that exists throughout the sector. Individuals who complete internships should have more knowledge, better skills, broader work experience, and useful contacts – all of which will help them gain meaningful and sustainable employment while making a strong professional contribution to the performing arts.

The program also encourages arts companies to reaffirm their commitment to the future by providing formal opportunities for mentoring and training. We hope organizations will realize opportunities to foster leadership and respond to skill shortages in critical areas.

## Funding Limits

Grants will be made for an intern's salary and statutory benefits, **to a maximum of \$30,000** for a full-time, twelve-month internship. Organizations may contribute more to the salary if they wish.

*Please note:*

- For internships that are part-time or of shorter duration, this amount must be pro-rated based on the following maximums: \$2,500/month or \$600/week. For questions regarding an hourly rate, please contact the Performing Arts Program Director.
- Funds granted from this program may only be used for an intern's salary and statutory benefits (CPP and EI costs). No other costs, including mentoring costs or fees, external professional development, or administrative overhead, are eligible for this grant.

## Eligibility

Applicants to this program **must**:

- be professional theatre, dance, music, or opera companies;
- be based in and active within Ontario;
- have a minimum of three years' of organizational/production history;
- have a current, valid charitable registration from the Canada Revenue Agency; and
- identify the intern in the application.

*Please note:*

- Organizations may apply individually or in partnership with others.
- Internships must be a minimum of eight weeks in duration.
- Internships must take place in the province of Ontario.
- Internships funded in Round 1 must be completed by December 31, 2018, and in Round 2, by March 31, 2019.
- Co-op work terms, or any other component of an intern's educational degree, are not eligible for funding.

## Application Deadlines

Deadlines for 2017 are:

|                    | Round 1          | Round 2            |
|--------------------|------------------|--------------------|
| application        | April 18, 2:00pm | October 23, 2:00pm |
| grant notification | June 23          | December 22        |

The Foundation is unable to consider late or incomplete applications for funding. Electronic copies **must be received at the Foundation** by the time and date listed above.

## Application Requirements

Prospective applicants are encouraged to contact the Performing Arts Program Director to discuss their proposals in advance; new applicants or those who last applied more than two years ago are encouraged to arrange an in-person meeting with the Director, the mentor, and the intern.

There are **six** components to a complete application:

1. Metcalf Foundation cover sheet,
2. letters,
3. application text,
4. budgets,
5. video submission, and
6. attachments.

### 1. Metcalf Foundation cover sheet

Download at <http://metcalffoundation.com/downloads/>

### 2. Letters – maximum 1 page each

- A. Intern letter – explaining career goals and what he or she believes can be learned from the specific mentor or organization
- B. Mentor letter – why this intern has been identified, why you believe the internship would be a valuable training opportunity, and the possible effects of the internship for the individual or the sector

NB. The Foundation places significant importance on hearing the individual voice, perspective, and motivation of the intern and mentor; we want to understand his or her passion for this opportunity.

### 3. Application Text – maximum 5 pages total (with a suggested length for each section)

- A. **Brief** introduction to the company's work **½ page**
- B. Detailed description of the proposed internship: **3 – 4 pages**
  1. analysis of intern's existing and desired skill sets in relation to their career goals
  2. work plan showing the skills development and activities the intern will undertake in order to close the gap between existing and desired skill sets
  3. opportunities for external professional development relevant to the intern's needs
- C. Brief bio(s) of the mentor(s), trainer(s), and/or supervisor(s) **less than ½ page**
- D. Brief bio of the intern **less than ½ page**
- E. Measures the company and intern will use to evaluate the progress and effectiveness of the placement **less than ½ page**

#### 4. Budgets

- A. Expenses and revenues for proposed internship. Revenues (Metcalf grant + organization contribution, if applicable) must equal Expenses (Intern salary + CPP/EI + professional development costs, if applicable). **Do not include** in-kind revenues and expenses, only actual numbers
- B. Organization's current operating budget

#### 5. Video Submission

One minute in length, mp4-format video in which the intern and mentor have a conversation in response to the following question:

**Which item on the work plan is of greatest interest to you and why?**

Make sure sound is clear, avoid visual clutter, just give us your first names – don't spend time introducing yourselves or the internship – and make it conversational.

#### 6. Attachments (these are not provided to the reviewers)

- A. Intern's résumé
- B. Organization's most recent audited financial statements

Submit **one pdf file** with all components to [hdunford@metcalffoundation.com](mailto:hdunford@metcalffoundation.com). Send the video, as an mp4 file, by e-mail only. If possible, videos should be no more than 10MB in size.

### Application Resources

The online version of this document contains active links to each of these resources.

- list of past Performing Arts Internships grants (Grants database)
- webinar about applying to this program (recorded during live session)
- pointers for your video submission

### Assessment of Applications

Applications will be reviewed by the Foundation's Board and staff, assisted by an advisory panel from the performing arts community. Funding decisions will be made by the Board of the Foundation and decisions are final.

Reviewers will want to understand how this investment will make a tangible difference for the intern and the professional development needs of the discipline. The strongest applications:

- have a natural, strong match between the intern and organization;
- demonstrate meaningful career development for interns;
- provide evidence of increased responsibility through the course of the internship;
- propose exciting professional development opportunities to complement the work plan; and
- possess a rigorous evaluation process that serves both the intern and the organization.