

2022 Metcalf Performing Arts Internship Information Session Webinar Q&A

Please note: These questions were posed by the attendees of the 2022 Metcalf Performing Arts Internships Information Session webinar on March 1, 2022. We have edited the questions and responses to improve readability and clarity.

How do interns and mentors usually find each other?

People come together in a number of ways. Often, the intern and the mentor know each other. For example, an actor has worked with an artistic director for a company, and they've decided to make a shift in their career where they want to take on more of a leadership role so they want to take on this internship to explore that. Sometimes we've had organizations who feel really passionate about the opportunity to provide learning opportunities for people and seek out individuals who are keen to embrace the opportunity to deepen their practice.

What are some common mistakes people make on applications?

Common mistakes tend to take place in these three areas:

- **Intern voice:** ensure we hear the intern's voice, particularly for the statement and the skill set analysis.
- **Video length:** please do not submit a video that is longer than 90 seconds as we will cut it off beyond the 90 seconds.
- **Budgeting:** ensure the amount of time and the amount of money that you're asking for match up. Please also provide clarity about how the host organization is paying for the MERCs (Mandatory Employment Related Costs). Detail if you will use our grant to pay for both the employer and employee's contribution, if the host organization will pay for both contributions, or if you will use our grant to pay for the intern's contributions with the host organization paying for the employer's contribution.

What are some aspects of successful applications?

Successful applications are ones that are articulated thoughtfully, and with passion and specificity. The compelling match between the intern and mentor and the host organization comes through, and how the intern will benefit from the internship is clear.

Do you have any tips for host organizations that want to mentor one intern together?

Typically less than 5% of applications come in as a partnership, but we have found some really remarkable opportunities where an intern has articulated the desire to learn very specific things that can be met by two different organizations. We encourage organizations to come together and collaboratively support the development of an intern if it serves the learning goals of the intern.

Can an organization apply for more than one intern?

Yes, but our advisors will be assessing the capacity of the organization to support two internships simultaneously. Where we've seen two internships for the same organization is if they are in different areas of the organization. For example, we might have a production internship and an artistic director internship happening simultaneously in an organization, but because it's different practices, it's not putting extra burden on one or two people to lead both internships.

Are there any age restrictions for potential interns? And are there any other restrictions to be aware of?

No, there are no age restrictions. What we typically don't support, however, are individuals who are coming immediately out of post-secondary education. We're interested in supporting people with

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some experience within the field of their chosen practice, as full-time or part-time employment, or as a volunteer. The majority of the applicants are those who are in the early stages of their career.

We do have a small pool of applications from individuals looking for a career pivot. For example, someone who's had a 20-year career as an actor and decides that they really want to take on a different kind of leadership role. Those kinds of applications are welcomed and often those individuals are older and further along in their career.

What is the timing for start dates for interns?

For the April application deadline, successful applicants are notified in late June, and the earliest possible start date is July. Many do opt to start at the beginning of September because that typically follows the arc of the host organization's season.

For the October application deadline, successful applicants are notified in late December, and the earliest possible start date is January the following year.

What is also important is that the internship needs to be completed by a specific date for each round. For the first round, it needs to be completed by December 31, 2023. For the second round, it needs to be completed by March 31, 2024.

If we accept 12 interns a year, does that mean 6 interns are chosen for each round?

Yes.

Are there options for part-time and full-time internships? Are internships shorter than 10 months permitted?

Yes, you can apply for a part-time internship, although the vast majority of our internships are full-time.

Yes, if you are applying for an internship shorter than 10 months, you need to pro-rate the 10-month salary over the shorter internship period. For example, if you are doing a full-time internship over eight months, you would pro-rate the salary for 8/10 of the \$30,000, and that would be the maximum amount that you can ask for.

Are applications with a smaller scope and smaller timeline ever chosen?

Yes, the shortest internship we have funded was eight weeks long. We always assess the proposed timing in relationship to the intern's goals and work plan, so that's important to keep in mind.

Is the maximum length always 10 months even for part-time internships?

You can take the 10-month period and spread it out over a longer period of time at a part-time rate. Or you can design a full-time internship longer than 10 months, but the host organization would have to top up the salary accordingly. In both cases, the advisors will want to understand how the different timelines meet the learning goals.

Do organizations make a hire and then look for Metcalf to support the hire after that?

No, the internships are designed to begin after you've received notification of your successful application.

How many learning goals do interns typically list on their successful applications?

The number varies on a case-by-case basis. More important than the number of goals is the specificity in the goals so we can understand what the intern knows now and how they imagine deepening those skills or developing new ones.

Are external professional development activities mandatory for the internship?

No, but it is something that our advisors pay a lot of attention to. They are looking at the thought behind them, how they either fill a gap in the learning goals or amplify an existing one.

Does the external professional development need to be something specific and does that need to be attached to this experience or with another organization or company?

The external professional development opportunities sit entirely outside the container of the host organization. They can range from very practical skill building to opportunities to develop an intern's network. They need to be thoughtfully articulated and in support of the stated learning goals.

Do you want to meet the intern and mentor prior to applying?

No, it's not required and the information provided in a meeting would be identical to what's been reviewed in our [webinar](#) and provided through this Q&A.

If the intern and mentor feel a meeting together would be helpful, however, we would be happy to meet.

Are internships outside of the GTA considered?

Yes, it's province-wide in Ontario.

Are there any more workshops for other grants in the performing arts program?

We are going to be launching the next iteration of our multi-year strategic granting initiative in June 2022. There will be another webinar around that time to introduce the initiative to the community. You can subscribe to our [newsletter](#) to stay up to date on the latest Metcalf opportunities.