

The Recording Academy®

INTERN PROGRAM APPLICATION



The recording industry is one of the most sought-after, high-profile fields among college students. The Recording Academy provides an exciting collection of work environments that can challenge and help develop the best marketing, finance and technical skills, and interning is one of the best ways to gain vital experience and make important contacts.

The Recording Academy, representing all facets of the recording industry and internationally known for the GRAMMY® Awards, offers college students an opportunity to gain useful training in programming, office administration, nonprofit management and membership development. The Academy will work to accommodate college credit requirements where appropriate.

Established in 1957, the National Academy of Recording Arts & Sciences, Inc. — also known as the Recording Academy — is dedicated to improving the quality of life and cultural conditions for music and its makers. An organization of more than 16,000 musicians, producers and other recording professionals, the Recording Academy is responsible for numerous ground-breaking outreach, cultural enrichment, education and human service programs.

The Recording Academy has regional offices in twelve cities across the U.S., which serve as a direct connection between the national office and the music community and its members. They conduct educational and professional programs that explore issues and trends in the field of recording. Additional local programs include showcase and networking opportunities, local awards, newsletters and publications. Recording Academy chapters serve the regions of Atlanta, Chicago, Florida, Los Angeles, Memphis, Nashville, New York, Pacific Northwest, Philadelphia, San Francisco, Texas and Washington D.C..

The Recording Academy Intern Guidelines

REQUIREMENTS

- Be currently enrolled in a college/university, most preferably one year of course work towards degree in related field.
- Letter from school stating that Intern will receive college credit for Recording Academy internship.
- Display an interest in music and commitment to a career in the recording industry.
- Possess strong verbal, written and analytical skills.
- Exhibit computer skills, typing proficiency (a computer test may be required).
- Be a junior, senior or graduate student.

INTERNSHIP DESCRIPTION

- Internship duration is for a semester (12 weeks or equivalent).
- Hours are part-time (20 hours a week).
- Intern will work on site during regular business hours as well as some evenings and weekends.
- Internship provides an in-depth exposure to a professional recording industry organization's techniques and practices.
- Projects may include assistance with event management, educational programs (GRAMMY in the Schools®), work on publications (newsletters), membership recruitment, database management, analysis (demographics study), marketing/PR and administrative office support.

Recording Academy Contact Numbers

Atlanta Chapter

Attn: Executive Director
3290 Northside Parkway, #280
Atlanta, GA 30327
Ph. 404.816.1380
Fax: 404.816.1390
atlanta@GRAMMY.com

Los Angeles Headquarters

Attn: Executive Director
3030 Olympic Blvd.
Santa Monica, CA 90404
Ph. 310.392.3777
Fax: 310.392.2306
losangeles@GRAMMY.com

New York Chapter

Attn: Executive Director
11 W. 42nd Street, 27th Floor
New York, NY 10036
Ph. 212.245.5440
Fax: 212.489.0394
newyork@GRAMMY.com

San Francisco Chapter

Attn: Executive Director
1702 Union St.
San Francisco, CA 94123
Ph: 415.749.0779
Fax: 415.749.1780
sanfrancisco@GRAMMY.com

Chicago Chapter

Attn: Executive Director
303 W. Erie, Suite 210
Chicago, IL 60654
Ph. 312.786.1121
Fax: 312.786.1934
chicago@GRAMMY.com

Memphis Chapter

Attn: Executive Director
493 South Main Street, Suite 101
Memphis, TN 38103
Ph. 901.525.1340
Fax: 901.521.6553
memphis@GRAMMY.com

Pacific Northwest Chapter

Attn: Executive Director
159 Western Avenue, West, #485
Seattle, WA 98119
Ph: 206.834.1000
Fax: 206.834.1005
pacificnw@GRAMMY.com

Texas Chapter

Attn: Executive Director
3601 South Congress Avenue, #G-500
Austin, TX 78704
Ph: 512.328.7997
Fax: 512.328.7998
texas@GRAMMY.com

Florida Chapter

Attn: Executive Director
311 Lincoln Rd., #301
Miami Beach, FL 33139
Ph: 305.672.4060
Fax: 305.672.2076
florida@GRAMMY.com

Nashville Chapter

Attn: Executive Director
1904 Wedgewood Av.
Nashville, TN 37212
Ph: 615.327.8030
Fax: 615.321.3101
nashville@GRAMMY.com

Philadelphia Chapter

Attn: Executive Director
200 S. Broad Street, Suite 410
Philadelphia, PA 19102
Ph: 215.985.5411
Fax: 215.985.5427
philadelphia@GRAMMY.com

Washington, D.C. Chapter

Attn: Executive Director
529 14th St., N.W. #840
Washington, D.C. 20045
Ph: 202.662.1341
Fax: 202.662.1342
washingtondc@GRAMMY.com

The Recording Academy Intern Application

Please fill out this Recording Academy College Internship application in full (remember to sign and date the application). Mail it to the location where you would like to complete your internship. See page two for a list of regional locations.

Please type or print in ink.

LAST NAME _____ FIRST NAME _____

HOME ADDRESS _____ APT # _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____ E-MAIL _____

PERMANENT HOME ADDRESS (if different) _____ APT # _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____ E-MAIL _____

SCHOOL NAME _____

CITY _____ STATE _____ ZIP _____

FACULTY ADVISOR _____ PHONE _____

MAJOR _____ GPA _____ / _____ CAREER GOAL _____

ARE YOU 18 YEARS OR OLDER? _____ SOCIAL SECURITY NUMBER _____ - _____ - _____

EDUCATION:

<u>SCHOOL LEVEL</u>	<u>NAME AND LOCATION OF SCHOOL(S)</u>	<u>DATES OF ATTENDANCE</u>	<u>DID YOU GRADUATE?</u>
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HIGH SCHOOL(S) _____

COLLEGE(S) _____

MISCELLANEOUS:

DESIRED RESPONSIBILITIES _____

DATE YOU ARE AVAILABLE TO START _____

ARE YOU AVAILABLE TO WORK: FULL-TIME? _____ PART-TIME? _____

IF REQUESTED, ARE YOU AVAILABLE TO WORK (CHECK AS MANY THAT WOULD APPLY):

____ WEEKENDS ____ EVENINGS

____ DAY TIME ____ OVERTIME

AREAS OF SPECIAL INTEREST OR STUDY _____

THE FOLLOWING ARE TO BE CURRENT ACTIVITIES THAT YOU ARE ACTIVELY INVOLVED IN.

ACTIVITIES ON CAMPUS:

ACTIVITIES IN THE COMMUNITY:

AWARDS OR RECOGNITION: _____

PERFORMANCE AND JOB-RELATED FUNCTIONS:

ARE YOU ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB FOR WHICH YOU ARE APPLYING? NO ____ YES ____

IS THERE ANY REASON WHY YOU WOULD NOT BE ABLE TO FULLY CONFORM TO ALL ATTENDANCE REQUIREMENTS? NO ____ YES ____

IF YOU BECOME EMPLOYED AS AN INTERN BY THE ACADEMY DO YOU AGREE TO COMPLY WITH THE RULES, REGULATIONS AND PROCEDURES OF THE COMPANY? NO ____ YES ____

FORMER EMPLOYERS (LIST LAST 2 EMPLOYERS, STARTING WITH MOST RECENT ONE.)

1. NAME AND ADDRESS OF PRESENT OR LAST EMPLOYER:

STARTING DATE _____ LEAVING DATE _____
MONTH YEAR MONTH YEAR

HR./MO. STARTING SALARY _____ HR./MO. FINAL SALARY _____

JOB TITLE _____ MAY WE CONTACT IMMEDIATE SUPERVISOR? _____

NAME & TITLE OF IMMED. SUPERVISOR _____ PHONE _____ HOME WORK

ANOTHER SUPERVISOR OR COWORKER _____ PHONE _____ HOME WORK

DESCRIPTION OF WORK:

WAS TERMINATION VOLUNTARY OR INVOLUNTARY? _____

EXACT REASON(S) FOR LEAVING:

2. NAME AND ADDRESS OF PREVIOUS EMPLOYER:

STARTING DATE _____ LEAVING DATE _____
MONTH YEAR MONTH YEAR

HR./MO. STARTING SALARY _____ HR./MO. FINAL SALARY _____

JOB TITLE _____ MAY WE CONTACT IMMEDIATE SUPERVISOR? _____

NAME & TITLE OF IMMED. SUPERVISOR _____ PHONE _____ HOME WORK

ANOTHER SUPERVISOR OR COWORKER _____ PHONE _____ HOME WORK

DESCRIPTION OF WORK:

WAS TERMINATION VOLUNTARY OR INVOLUNTARY? _____

EXACT REASON(S) FOR LEAVING:

REFERENCES (Minimum of two)

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE</u>	<u># OF YEARS ACQUAINTED</u>
1. _____			
2. _____			
3. _____			

NARRATIVE

Please answer the following questions on a separate sheet of paper and attach it to the completed application. Each answer should be no more than 300 words.

1. Please explain why you feel you are a qualified applicant for this position.
2. What do you expect to gain from participation in this program?
3. What special qualities or traits can you bring to this program?

PLEASE ALSO INCLUDE IN YOUR APPLICATION TWO LETTERS OF RECOMMENDATION. FACULTY OF YOUR SCHOOL AND EXTRA-CURRICULAR DIRECTORS ARE PREFERRED. PLEASE ALSO ATTACH A CURRENT RESUME.

INTERN CHECKLIST:

- Completed Application
- Resume
- Two Letters of Recommendation
- Narrative

I certify that the above information is true and correct. I agree to abide by the policies and procedures of the Recording Academy Intern Program during my internship. I understand that as an intern, I am not entitled to participate in any of the benefit plans provided by the Company, including but not limited to vacation and sick pay and/or the Company group health plan. I acknowledge that I have received and it is my responsibility to become familiar with 1) Sexual Harassment Policy 2) Company Harassment Policy 3) E.E.O. Policy 4) Rules of Conduct 5) Company Confidentiality Agreement and 6) Company mutual agreement to mediate and/or arbitrate.

Applicant's Signature _____

Print Name _____ *Date* _____

For Internal Use Only

Location:	Duration of internship:	From:	To:
Hours per week:	College Course Credit:	Letter confirming college credit <input type="checkbox"/>	
Documentation:	Agreement to Mediate/Arbitrate <input type="checkbox"/>	Confidentiality Agreement <input type="checkbox"/>	Resume <input type="checkbox"/>
Emergency Contact Sheet <input type="checkbox"/>	Intern Project Summary <input type="checkbox"/>	2 Letters of Recommendation <input type="checkbox"/>	