

# The Recording Academy®

## Student Representative Application



A job in the recording industry is one of the most sought-after, high-profile fields among college students. The Recording Academy provides an exciting work environment that can challenge and help develop the best marketing, financial, technical, and creative skills. Becoming a GRAMMY U Student Representative 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, membership development, and hands-on access to music industry events. The Academy pays a stipend and 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 19,000 musicians, producers, and other recording professionals, The Recording Academy is responsible for groundbreaking outreach, cultural enrichment, educational, and human service programs.

The Recording Academy has Chapter offices in 12 cities across the U.S. that serve as a direct connection between the organization and the members in our music communities. We conduct professional development programs that explore issues and trends in the field of recording. Additional Chapter programs include showcases, networking opportunities, local awards, and much more. 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 Student Representative Guidelines

## REQUIREMENTS

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- Currently enrolled in a college/university. One year of course work towards degree in related field is preferred.
- Display an interest in music and commitment to a career in the recording industry.
- Possess strong leadership and organizational skills.
- Possess strong verbal, written and analytical skills.
- Exhibit computer skills, typing proficiency (a computer test may be required).
- Be a sophomore, junior, or senior.
- Ability to lead peers.

## STUDENT REP JOB DESCRIPTION

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- Duration is for one full school year, unless otherwise indicated at time of interview.
- Hours are part-time (20 hours a week).
- Student Rep will work at the Chapter office, at events, and on campus during regular business hours as well as some evenings and weekends.
- Projects may include planning, organizing and leading campus meetings/events, assistance with event management, educational programs (GRAMMY in the Schools<sup>®</sup>), membership recruitment, database management, marketing/PR, and administrative office support.

## RECORDING ACADEMY CONTACT NUMBERS

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### **ATLANTA CHAPTER**

Attn: Executive Director  
3290 Northside Parkway, #280  
Atlanta, GA 30327  
Phone: 404.816.1380  
Fax: 404.816.1390  
[atlanta@grammy.com](mailto:atlanta@grammy.com)

### **CHICAGO CHAPTER**

Attn: Executive Director  
303 W. Erie, Suite #210  
Chicago, IL 60610  
Phone: 312.786.1121  
Fax: 312.786.1934  
[chicago@grammy.com](mailto:chicago@grammy.com)

### **FLORIDA CHAPTER**

Attn: Executive Director  
311 Lincoln Road, #301  
Miami Beach, FL 33139  
Phone: 305.672.4060  
Fax: 305.672.2076  
[florida@grammy.com](mailto:florida@grammy.com)

### **LOS ANGELES CHAPTER**

Attn: Regional Director  
3030 Olympic Blvd.  
Santa Monica, CA 90404  
Phone: 310.392.3777  
Fax: 310.392.2306  
[personnel@grammy.com](mailto:personnel@grammy.com)

### **MEMPHIS CHAPTER**

Attn: Executive Director  
493 South Main Street, Suite 101  
Memphis, TN 38103  
Phone: 301.525.1340  
Fax: 901.521.6553  
[memphis@grammy.com](mailto:memphis@grammy.com)

### **NASHVILLE CHAPTER**

Attn: Regional Director  
1904 Wedgewood Avenue  
Nashville, TN 37212  
Phone: 615.327.8030  
Fax: 615.321.3101  
[nashville@grammy.com](mailto:nashville@grammy.com)

### **NEW YORK CHAPTER**

Attn: Executive Director  
11 W. 42<sup>nd</sup> Street, 27<sup>th</sup> Floor  
New York, NY 10036  
Phone: 212.245.5440  
Fax: 212.489.0394  
[newyork@grammy.com](mailto:newyork@grammy.com)

### **PACIFIC NORTHWEST CHAPTER**

Attn: Executive Director  
159 Western Avenue, West, #485  
Seattle, WA 98119  
Phone: 206.834.1000  
Fax: 206.834.1005  
[pacificnw@grammy.com](mailto:pacificnw@grammy.com)

### **PHILADELPHIA CHAPTER**

Attn: Executive Director  
200 S Broad Street, Suite 410  
Philadelphia, PA 19102  
Phone: 215.985.5411  
Fax: 215.985.5427  
[philadelphia@grammy.com](mailto:philadelphia@grammy.com)

### **SAN FRANCISCO CHAPTER**

Attn: Executive Director  
1702 Union Street  
San Francisco, CA 94123  
Phone: 415.749.0779  
Fax: 415.749.1780  
[sanfrancisco@grammy.com](mailto:sanfrancisco@grammy.com)

### **TEXAS CHAPTER**

Attn: Executive Director  
3601 South Congress Ave, #G-500  
Austin, TX 78704  
Phone: 512.328.7997  
Fax: 512.328.7998  
[texas@grammy.com](mailto:texas@grammy.com)

### **WASHINGTON D.C. CHAPTER**

Attn: Executive Director  
529 14<sup>th</sup> Street, NW #840  
Washington, DC 20045  
Phone: 202.662.1341  
Fax: 202.662.1342  
[washingtondc@grammy.com](mailto:washingtondc@grammy.com)

# GRAMMY U Student Rep Application

Please fill out this application in full (remember to sign and date the last page) and mail it to the location where you would like to apply. See page two for a list of regional locations.

## GENERAL INFORMATION (Please type or print in ink)

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

PERMANENT HOME ADDRESS (if different) \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

SCHOOL NAME \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

FACULTY ADVISOR \_\_\_\_\_ PHONE \_\_\_\_\_

MAJOR \_\_\_\_\_ GPA \_\_\_\_\_ / \_\_\_\_\_ CAREER GOAL \_\_\_\_\_

ARE YOU 18 YEARS OR OLDER? \_\_\_\_\_ SOCIAL SECURITY NUMBER \_\_\_\_\_

## EDUCATION

| SCHOOL LEVEL | NAME & LOCATION<br>OF SCHOOL | DATES OF<br>ATTENDANCE | DID YOU<br>GRADUATE? |
|--------------|------------------------------|------------------------|----------------------|
|--------------|------------------------------|------------------------|----------------------|

HIGH SCHOOL(S) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

COLLEGE(S) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**MISCELLANEOUS**

DESIRED RESPONSIBILITIES: \_\_\_\_\_

DATE YOU ARE AVAILABLE TO START \_\_\_\_\_

ARE YOU ELIGIBLE TO RECEIVE SCHOOL CREDIT? YES \_\_\_\_\_ NO \_\_\_\_\_

ARE YOU AVAILABLE TO WORK FULL TIME? \_\_\_\_\_ PART-TIME? \_\_\_\_\_

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

- WEEKENDS     DAY TIME     EVENINGS     OVERTIME

AREAS OF SPECIAL INTEREST OR STUDY \_\_\_\_\_

CURRENT ACTIVITIES AND CLUBS THAT I AM ACTIVELY INVOLVED IN ON CAMPUS OR IN THE COMMUNITY: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

AWARDS OR RECOGNITION: \_\_\_\_\_

\_\_\_\_\_

LEADERSHIP POSITIONS I'VE HELD: \_\_\_\_\_

\_\_\_\_\_

MY EXPERIENCE ORGANIZING EVENTS INCLUDES: \_\_\_\_\_

\_\_\_\_\_

**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 A STUDENT REP BY THE ACADEMY DO YOU AGREE TO COMPLY WITH THE RULES, REGULATIONS AND PROCEDURES OF THE COMPANY?  NO  YES

**FORMER EMPLOYERS** (List last two employers, starting with the most recent one.)

**EMPLOYER #1**

NAME & ADDRESS OF PRESENT OR LAST EMPLOYER: \_\_\_\_\_

STARTING DATE \_\_\_\_\_ LEAVING DATE \_\_\_\_\_

HR./MO. STARTING SALARY \_\_\_\_\_ HR./MO. FINAL SALARY \_\_\_\_\_

JOB TITLE \_\_\_\_\_ MAY WE CONTACT IMMEDIATE SUPERVISOR? \_\_\_\_\_

NAME & TITLE OF IMMEDIATE SUPERVISOR \_\_\_\_\_

PHONE: \_\_\_\_\_  HOME PHONE or  WORK PHONE

ANOTHER SUPERVISOR OR COWORKER \_\_\_\_\_

PHONE: \_\_\_\_\_  HOME PHONE or  WORK PHONE

DESCRIPTION OF WORK \_\_\_\_\_

TERMINATION WAS:  VOLUNTARY  INVOLUNTARY

EXACT REASON(S) FOR LEAVING: \_\_\_\_\_

**EMPLOYER #2**

NAME & ADDRESS OF PRESENT OR LAST EMPLOYER: \_\_\_\_\_

STARTING DATE \_\_\_\_\_ LEAVING DATE \_\_\_\_\_

HR./MO. STARTING SALARY \_\_\_\_\_ HR./MO. FINAL SALARY \_\_\_\_\_

JOB TITLE \_\_\_\_\_ MAY WE CONTACT IMMEDIATE SUPERVISOR? \_\_\_\_\_

NAME & TITLE OF IMMEDIATE SUPERVISOR \_\_\_\_\_

PHONE: \_\_\_\_\_  HOME PHONE or  WORK PHONE

ANOTHER SUPERVISOR OR COWORKER \_\_\_\_\_

PHONE: \_\_\_\_\_  HOME PHONE or  WORK PHONE

DESCRIPTION OF WORK \_\_\_\_\_

TERMINATION WAS:  VOLUNTARY  INVOLUNTARY

EXACT REASON(S) FOR LEAVING: \_\_\_\_\_

**REFERENCES** (Minimum of two)

1. NAME \_\_\_\_\_ PHONE \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ NUMBER OF YEARS ACQUAINTED \_\_\_\_\_

2. NAME \_\_\_\_\_ PHONE \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ NUMBER OF YEARS ACQUAINTED \_\_\_\_\_

3. NAME \_\_\_\_\_ PHONE \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ NUMBER OF YEARS ACQUAINTED \_\_\_\_\_

**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. What GRAMMY U events would you like to see happen on your college campus?
2. How would you increase the GRAMMY U membership numbers on your college campus?
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 EXTRACURRICULAR DIRECTORS ARE PREFERRED. PLEASE ALSO ATTACH A CURRENT RESUME.*

**CHECKLIST:**

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

*I certify that the above information is true and correct. As a Student Representative, I agree to abide by the policies and procedures of The Recording Academy and the GRAMMY U Program. I understand that as a Student Representative, 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) Agreement to Mediate/Arbitrate.*

Applicant's Signature \_\_\_\_\_  
 Print Name \_\_\_\_\_ Date \_\_\_\_\_

|   |  |                                 |     |
|---|--|---------------------------------|-----|
| <i>For Internal Use Only</i>                            |  |                                 |     |
| Location:   | Duration:  | From:                           | To: |
| Hours per week:   | College Course Credit (if applicable):                 |                                 |     |
| <input type="checkbox"/> Agreement to Mediate Arbitrate | <input type="checkbox"/> Confidentiality Agreement     | <input type="checkbox"/> Resume |     |
| <input type="checkbox"/> Student Rep Project Summary    | <input type="checkbox"/> Two Letters of Recommendation |                                 |     |