

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 work environment that can challenge and help develop the best marketing, finance, technical and creative skills. An internship 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 as well as gain hands on access to music industry events. The Academy works 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 twelve 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. The 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

- Currently enrolled in a college/university. One year of course work towards degree in related field is preferred.
- Letter from school stating that Intern will receive college credit for The 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 proficient computer skills.
- 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 at the Chapter office and at local events during regular business hours as well as some evenings and weekends.
- Internship will provide in-depth exposure to professional recording industry techniques and practices.
- Projects may include assistance with event management, educational programs (GRAMMY in the Schools[®]), newsletters, membership recruitment, database management, demographics analysis, marketing/PR and administrative office support.

CHAPTER OFFICES

ATLANTA CHAPTER

Attn: Executive Director
3290 Northside Parkway, #850
Atlanta, GA 30327
Phone: 404.816.1380
Fax: 404.816.1390
atlanta@grammy.com

CHICAGO CHAPTER

Attn: Executive Director
1658 Milwaukee Ave. #303
Chicago, IL 60647
Phone: 312.786.1121
Fax: 310.998.2657
chicago@grammy.com

FLORIDA CHAPTER

Attn: Executive Director
8004 N.W. 154 Street, Suite 359
Miami Lakes, FL 33016
Phone: 305.672.4060
Fax: 310.998.2658
florida@grammy.com

LOS ANGELES CHAPTER

Attn: Executive Director
3030 Olympic Blvd.
Santa Monica, CA 90404
Phone: 310.392.3777
Fax: 310.392.2306
LosAngeles@grammy.com

MEMPHIS CHAPTER

Attn: Executive Director
1910 Madison Ave., #536
Memphis, TN 38104
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Fax: 310.998.2642
memphis@grammy.com

NASHVILLE CHAPTER

Attn: Executive Director
1904 Wedgewood Avenue
Nashville, TN 37212
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Fax: 615.321.3101
nashville@grammy.com

NEW YORK CHAPTER

Attn: Executive Director
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newyork@grammy.com

PACIFIC NORTHWEST CHAPTER

Attn: Executive Director
505 Broadway E., Suite 150
Seattle, WA 98102
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Fax: 310.998.2661
pacificnw@grammy.com

PHILADELPHIA CHAPTER

Attn: Executive Director
333 Lancaster Avenue #352
Wynnewood, PA 19096
Phone: 215.985.5411
Fax: 310.998.2662
philadelphia@grammy.com

SAN FRANCISCO CHAPTER

Attn: Executive Director
77 Van Ness Ave. Suite 101, Box 1214
San Francisco, CA 94102
Phone: 415.749.0779
Fax: 310.998.2654
sanfrancisco@grammy.com

TEXAS CHAPTER

Attn: Executive Director
4301 W. William Cannon Dr.
Ste. B-150 PMB#285
Austin, TX 78749
Phone: 512.328.7997
Fax: 310.998.2663
texas@grammy.com

WASHINGTON D.C. CHAPTER

Attn: Executive Director
211 E. Lombard St., Suite 259
Baltimore, MD 21202
Phone: 202.662.1341
Fax: 310.998.2655
washingtondc@grammy.com

The Recording Academy Intern 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 _____

ARE YOU A U.S. CITIZEN OR AN ALIEN AUTHORIZED TO WORK IN THE U.S.? _____

EDUCATION

SCHOOL LEVEL	NAME & LOCATION OF SCHOOL	DATES OF ATTENDANCE	DID YOU GRADUATE?
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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 20 HOURS A WEEK FOR 12 CONSECUTIVE WEEKS?

YES NO

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 YOU ARE ACTIVELY INVOLVED IN ON CAMPUS OR 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? YES NO

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

IF YOU ARE SELECTED FOR AN INTERNSHIP BY THE ACADEMY DO YOU AGREE TO COMPLY WITH THE RULES, REGULATIONS AND PROCEDURES OF THE COMPANY? YES NO

DO YOU TAKE ANY ILLEGAL DRUGS? YES NO
IF YES, DESCRIBE FULLY:

DO YOU CONSUME ALCOHOL? YES NO IF YES, DO YOU DRINK TO THE EXTENT THAT YOU WOULD BE PREVENTED FROM PERFORMING THE ESSENTIAL FUNCTIONS OF THE INTERNSHIP FOR WHICH YOU ARE APPLYING? YES NO

CRIMINAL MATTERS

Do not identify convictions for which the criminal record has been expunged, sealed or eradicated by the court, or misdemeanor convictions for which any probation has been completed and the case dismissed by the court.

HAVE YOU EVER BEEN CONVICTED OF A FELONY? YES NO

Include all pleas of "guilty" or "no contest."

HAVE YOU EVER BEEN CONVICTED OF A MISDEMEANOR WITHIN THE LAST SEVEN YEARS?

YES NO

Do not identify marijuana-related misdemeanor convictions occurring more than two years ago.

IF YES TO ANY OF THE ABOVE QUESTIONS, PLEASE EXPLAIN FULLY:

This information will not necessarily disqualify an applicant.

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 WORK PHONE

ANOTHER SUPERVISOR OR COWORKER _____

PHONE: _____ HOME PHONE 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 _____ WORK PHONE _____

ANOTHER SUPERVISOR OR COWORKER _____

PHONE: _____ HOME PHONE _____ WORK PHONE _____

DESCRIPTION OF WORK _____

TERMINATION WAS: VOLUNTARY INVOLUNTARY

EXACT REASON(S) FOR LEAVING: _____

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 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. 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) 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: _____		
Agreement to Mediate/Arbitrate Project Summary	Confidentiality Agreement Two Letters of Recommendation	Resume Letter Confirming College Credit	