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.

INTERNERSHIP 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
Phone: 901.525.1340
Fax: 310.988.2642
memphis@grammy.com

NASHVILLE CHAPTER
Attn: Executive Director
1904 Wedgewood Avenue
Nashville, TN 37212
Phone: 615.327.8030
Fax: 615.321.3101
nashville@grammy.com

NEW YORK CHAPTER
Attn: Executive Director
11 W. 42nd Street, 27th Floor
New York, NY 10036
Phone: 212.245.5440
Fax: 212.489.0394
newyork@grammy.com

PACIFIC NORTHWEST CHAPTER
Attn: Executive Director
505 Broadway E., Suite 150
Seattle, WA 98102
Phone: 206.834.1000
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

<table>
<thead>
<tr>
<th>SCHOOL LEVEL</th>
<th>NAME &amp; LOCATION OF SCHOOL</th>
<th>DATES OF ATTENDANCE</th>
<th>DID YOU GRADUATE?</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIGH SCHOOL(S)</td>
<td>__________________________</td>
<td>__________________</td>
<td>__________________</td>
</tr>
<tr>
<td>COLLEGE(S)</td>
<td>__________________________</td>
<td>__________________</td>
<td>__________________</td>
</tr>
</tbody>
</table>

3
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_____________________

For Internal Use Only
Location: __________  Duration: __________  From: __________  To: __________
Hours Per Week: __________  College Course Credit: __________
Agreement to Mediate/Arbitrate  Confidentiality Agreement  Resume
Project Summary  Two Letters of Recommendation  Letter Confirming College Credit