

The Recording Academy®

Intern Program

Student Representative 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 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 numerous groundbreaking outreach, cultural enrichment, education and human service programs.

The Recording Academy has regional offices in twelve cities across the U.S., which serves 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 Student Representative 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 leadership and organizational skills.
- 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 with a 3.0 GPA
- Ability to lead peers

INTERNSHIP DESCRIPTION

- Internship duration is for one full school year.
- Hours are part-time (20 hours a week).
- Intern will work on site 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[®]), membership recruitment, database management, marketing/PR and administrative office support.

RECORDING ACADEMY CONTACT NUMBERS

ATLANTA CHAPTER

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

CHICAGO CHAPTER

Attn: Executive Director
224 S. Michigan Ave #250
Chicago, IL 60604
Phone: 312.786.1121
Fax: 312.786.1934
chicago@grammy.com

FLORIDIA CHAPTER

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

LOS ANGELES CHAPTER

Attn: Human Resources Dept.
3402 Pico Blvd
Santa Monica, CA 90405
Phone: 310.392.3777
Fax: 310.392.2306
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

NASHVILLE CHAPTER

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

NEW YORK CHAPTER

Attn: Regional Director
156 West 56th Street #1701
New York, NY 10019
Phone: 212.245.5440
Fax: 212.489.0394
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

PHILADELPHIA CHAPTER

Attn: Executive Director
260 South Broad Street #900
Philadelphia, PA 19102
Phone: 215.985.5411
Fax: 215.985.5427
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

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

WASHINGTON D.C. CHAPTER

Attn: Executive Director
529 14th Street, NW #840
Washington, DC 20045
Phone: 202.662.1341
Fax: 202.662.1342
washingtondc@grammy.com

The Recording Academy Internship Application

Please fill out this Recording Academy 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.

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 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 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 _____

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

ACTIVITIES ON CAMPUS: _____

ACTIVITIES IN THE COMMUNITY: _____

AWARDS OR RECOGNITION: _____

LEADERSHIP POSITIONS I'VE HELD IN THE PAST INCLUDE: _____

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 IN INTERN 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. 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.

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 Student Representative 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 and 5) Company Confidentiality Agreement.

Applicant's Signature _____

Print Name _____ Date _____

<i>For Internal Use Only</i>			
Location:	Duration of Internship:	From:	To:
Hours per week:	College Course Credit:	<input type="checkbox"/> Letter confirming college credit	
<input type="checkbox"/> 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"/> Two Letters of Recommendation	