

INTERNSHIP INITIATIVE PROGRAM GUIDE – 2019-2020 SUBSIDIES

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OVERVIEW

The goal of the Magazine Association of BC (MagsBC) Internship Initiative is to subsidize wages for member publications to hire qualified interns, providing invaluable support to the province's magazines and training the next generation of industry professionals.

We ask magazines who are applying to consider how they can create an intern role that will provide the intern with a variety of challenging opportunities to practice their knowledge, gain meaningful experience in a wide range of areas relating to magazine publishing, and feel confident they are ready for full-time work in the industry.

We want to make sure that each internship is of value to both the host magazine and the intern. Therefore, if any part of the application or internship is not satisfactory, MagsBC reserves the right to deny approval of an application or all or part of a subsidy, to review an internship, to recommend dismissal of an intern, or to reassign an intern to another magazine.

Internship subsidies are dependent on funding.

MAGAZINE PARTICIPATION REQUIREMENTS

MagsBC Membership

All magazines must be full (voting) members of the Magazine Association of BC in good standing, i.e., no outstanding dues, for the full duration of the internship.

Supervisor

All magazines must assign a primary supervisor to the intern, who is not expected to be absent from work for any significant length of time during the internship. Supervisors are encouraged to give their interns challenging tasks and projects, even if it means taking on some of the more basic jobs themselves, to make sure the interns have a meaningful, enjoyable and useful internship experience.

Mentor

All magazines must provide a mentor for the intern. The mentor must not be the primary supervisor, although they can be the backup. The mentor's primary role is to give advice and guidance to the intern on their **career** in the magazine publishing industry, rather than feedback on the work they are performing for the internship.

The mentor does not have to be an employee of the publication but must be willing to donate a half hour a week or an hour every other week for the duration of the internship to meet with the intern, whether in person or via phone or Skype.

Example:

Jane as mentor meets with the intern Beatrice every couple of weeks for a lunch-hour mentoring session. Each session focuses on a particular aspect of Bea's career: critiquing her LinkedIn profile and resume; a discussion about the local magazine industry and its challenges; people in the industry that Bea might want to work for; the kinds of work Bea might be suited to perform; role-playing an interview; suggestions by Jane on areas Bea might want to learn about to shore up her current skills and knowledge; discussing Bea's portfolio of work; and, tips on time and project management.

Limit on Internships

A magazine may apply for a maximum of two internship subsidies in any given calendar year.

INTERN PARTICIPATION REQUIREMENTS

Students/Recent Graduates

Interns must be enrolled in or be recent graduates of journalism, publishing, professional writing, digital publishing, communications, design, business, marketing, advertising or a comparable program at an accredited post-secondary institution. Interns may be accepted up to three years after graduation.

Time Commitment

Interns must be available for a continuous period for the internship, not including the holiday season. However, a short gap is acceptable if the intern has a previously booked commitment of one week or less (two weeks if over the holiday break) and can arrange with the magazine to extend the internship to make up those lost hours.

Example:

Before he had applied for an internship, Amit had booked a flight to visit his parents in early December after exams. His potential supervisor Sofia is keen to hire Amit, so she checks the start and end dates of the internship and the visit and discusses the work schedule with him. Sofia has determined that Amit can work a few extra hours in other weeks and extends the internship end-date without significant impact on the staff, and therefore can still meet the requirements of the internship subsidy. Sofia hires him and records the gap in his work hours log so she can keep track of his hours to make sure he gets the minimum number of hours and weeks required. She also notifies the internship coordinator of the gap and the new end date.

No Repeaters

Interns must not have been hired under this program before.

INTERNSHIP COORDINATOR REQUIREMENTS

The internship coordinator at MagsBC must:

- Make sure all criteria for a successful internship have been met.
- Facilitate training and communication between supervisor, mentor, expert consultant and intern in a timely fashion.
- Monitor hours worked during the internship and notify supervisor if their intern is falling behind.
- Arrange to visit the intern and their supervisor midway through the placement (the mentor too, if possible).
- Provide an expert consultant for the intern promptly after discussing training needs with the intern and supervisor.
- Arrange for payment of subsidies from MagsBC after all criteria have been met and surveys have been received.

Questions about the Internship Subsidy Initiative should be directed to Sylvia Skene, Executive Director/Internship Coordinator, MagsBC, 604-688-1175 / exec@magsbc.com

WORKING CONDITIONS (HOURS, WAGES, ETC.)

Interns must be provided with meaningful work and the opportunity to learn magazine publishing skills and to practice what they have learned.

Wages

All magazines, except very small magazines, must pay their intern at least minimum wage, which in British Columbia is \$13.85/hour as of June 1, 2019.

Honorarium

Instead of an hourly wage, very small magazines may also pay their intern an honorarium of at least \$190 per week or \$800 per month for the full term of the internship. Please [contact](#) the internship coordinator to find out whether you meet the requirements.

All interns **must** be paid promptly for their work on at least a monthly basis.

Hours Per Week

Internships must be for at least 20 hours/week, averaged out.

Subsidies will not be given for internships with an average of fewer than 20 hours per week. If an intern has to miss time during a work week, magazine staff is encouraged to arrange with the intern to make up any shortfall in hours promptly. Weeks during which the intern works fewer than 10 hours do not count toward the total length of the internship but may be added to the total to bring up the average number of hours worked.

Shared Internships

If a magazine cannot provide enough meaningful work or funding to support a 20-hour per week internship, a single application and a combined job posting with another magazine for a shared internship may be co-submitted. A designated supervisor is required at each host magazine; the mentor may be shared.

Length of Internship

All magazines must provide an internship of 16-22 weeks. Holiday weeks, or any weeks with less than 10 hours worked, are not counted.

Example:

A 20-week internship starts September 9, 2019 and thus spans the holiday season. The magazine shuts down for two weeks between December 23 to January 3, 2020, except for minimal maintenance work, so the internship end date should be February 7, 2020.

Employee or Contractor

Some interns may fall under employee status. Read [these](#) criteria and discuss with a bookkeeper, accountant or human resources professional to determine whether your intern is an employee or a contractor.

Interns who qualify as employees must be paid for statutory holidays that fall on their workdays; those statutory holiday hours count toward their weekly hour total.

See the general holiday calculator [here](#) to find out what to pay your intern.

BC holidays are listed [here](#).

Appropriate deductions and remittances from your intern’s pay should also be discussed with your bookkeeper or accountant.

Interns must be compensated for additional benefits if they fit the criteria of employee status.

SUBSIDY AMOUNTS

MagsBC offers subsidies between 60-80% based on the size of the magazine, which is measured by how many full-time equivalent (FTEs) employees and contract staff a magazine has, to a maximum of \$4,500. A small magazine may be subsidized up to 80%, a medium-sized magazine up to 70% and a large magazine up to 60%.

The following are typical **examples** of subsidies for different sizes of magazines:

Size of Magazine / Subsidy / Wage	Small (3 or less FTEs / up to 80% subsidy)	Medium (3 to 6 FTEs / up to 70%)	Large (more than 6 FTEs / up to 60%)
\$13.85/hr, 20 hours/week for an 18-week internship	Up to \$3989	Up to \$3490	Up to \$2992
\$14.50/hr – 22 hours/week for a 20-week internship	Up to \$4500 (maximum subsidy)	Up to \$4466	Up to \$3828

Internship hosts can figure out the size of their magazine by calculating their FTEs. Please see the definition of FTEs and how to calculate them [here](#).

Add all hours worked by staff and contractors, both full- and part-time, and divide the total amount of hours worked by the hours per week your magazine considers to be full-time (usually 40 hours).

Example calculation:

- 1 full-time employee at 40 hours per week (1 FTE)
- 3 part-time employees with hours totalling 60 hours a week (60/40 = 1.5 FTEs), and
- 3 contractors with hours totalling 30 hours a week (30/40 = 0.75 FTE).

The total is 3.25 FTEs, which is considered a medium-sized magazine for the purposes of the subsidy.

Please [contact](#) MagsBC if you have any questions.

INTERNSHIP SUBSIDY APPLICATION AND PROCESS

We want to make sure that each internship is of value to both the host magazine and the intern. Therefore, if any part of the application or internship is not satisfactory, MagsBC reserves the right to deny approval of an application or all or part of a subsidy, to review an internship, to recommend dismissal of an intern, or to reassign an intern to another magazine. Submissions will be considered on merit and must meet all criteria as outlined above.

APPLYING FOR A SUBSIDY

1. Application

To apply for a subsidy, a member magazine must submit all of the following:

- a) An expression of interest of no more than two paragraphs
- b) A completed section 1 of the internship details form, which can be found on the Internship Subsidy Program webpage
- c) A detailed internship job description following the example of the job description below, including start and end dates, pay, etc.

Positions must include a variety of activities that go beyond rote administrative tasks, data entry or office work. The position must facilitate the intern in building magazine publishing skills and may include a combination of the following:

- Writing, editing, proofing, interviewing, story development, reviewing submissions
- Answering reader questions and comments
- Managing web, social media content or e-newsletter
- Event planning
- Participating in editorial, layout and art direction meetings
- Photo shoots and contests
- Advertising copy and reader surveys
- Fundraising campaigns
- Shadowing advertising and sales representatives

Supervisors are encouraged to include challenging tasks and projects for their intern, even if it means taking on some of the more basic jobs themselves, to make sure the interns have a meaningful, enjoyable and useful internship experience.

Funding decisions are dependent on available funds. If we receive too many applications, successful applications will be chosen on what meaningful opportunities and support a magazine is offering as part of their internship as well as how successful any past internships have been at that magazine.

Submit applications to Sylvia Skene at exec@magsbc.com.

2. Receive Funding Notification

Successful candidates will be offered a subsidy and informed of any adjustments needed to the internship. As we wish to fund as many internships as possible, magazines may receive an offer of a lower subsidy amount or percentage than the maximums listed above.

3. Accept Subsidy Offer

Notify MagsBC promptly whether you are still interested in hosting an intern based on the subsidy amount offered and the approved job description. At this time, a magazine may ask for an advance on their subsidy.

If we can offer advances, we usually provide 40% after the first month or so, another 40% about two-thirds of the way through the internship, and the last 20% after the surveys are done and the internship is wrapped up. Invoices must be sent to the Magazine Association of BC before payment can be arranged.

HIRING AND SUPERVISING AN INTERN

1. Hire an Intern

Once agreed to, the magazine must recruit and hire an intern. The internship coordinator will provide hosts with a list of potential job and student sites. The coordinator will also promote the internship posting on MagsBC's website and social media if requested.

2. Complete Paperwork

Within a week of the intern starting their internship, the primary supervisor and the intern will complete, sign and submit section 2 of the internship details form along with the intern's resume and a link to their timesheet to MagsBC, if done electronically.

3. Submit Timesheets Monthly

The intern must keep timesheets to record hours worked during the internship and share them with their supervisor and the internship coordinator via Dropbox, Google or monthly email attachment.

In the past, we have requested that interns create and share their own hourly log sheet with the internship coordinator. However, if it works better for the supervisor to fill out and share the intern's timesheet with the internship coordinator, this is also acceptable.

4. Site Visit

The internship coordinator will arrange to visit each worksite one-third to half-way through the internship to meet with the intern and the supervisor, and if possible, the mentor as well, to discuss how the internship is going, what work has been done and what is planned for the rest of the internship. At this time, the intern's hours to date and section 3 of the internship details form will also be reviewed.

5. Training

Around the same time as the site visit, the intern and supervisor will discuss the intern's professional development needs. The supervisor then sends the completed [section 3 of the internship form](#) to the internship coordinator or provides it during the site visit. Any suggestions

for expert consultants will be taken into account, but the internship coordinator will make the final choice.

6. **Expert Consultant**

The internship coordinator will hire an expert consultant in an agreed-upon area of expertise for the intern and arrange for them to meet or call, either for two one-hour sessions or one two-hour session.

Again, there has been some confusion about the role of the expert consultant. The supervisor is generally concerned with the intern's day-to-day work. The mentor is focused on developing and encouraging the intern in their career. The expert consultant is brought in when the supervisor or mentor does not have the expertise or time to train the intern in an area needed for their work.

The expert consultant may also act as an additional contact and resource for the intern within the industry.

Example:

A design student needs help with one of her main tasks, which is making the magazine's website more visually appealing and adding photos and graphics in various areas. Her supervisor isn't comfortable teaching more advanced HTML coding or image manipulation, so a website consultant is hired by the internship coordinator to meet with the intern for a two-hour workshop, using the magazine website as an example.

AFTER THE INTERNSHIP

1. **Intern and Host Surveys**

Close to the end of each internship, the supervisor and mentor will receive a link to a host survey and the intern an internship survey to fill out after the internship has ended. Surveys must be completed by the supervisor and intern for payment to be issued.

2. **Final Paperwork**

Within a week of the end of the internship, the following must be completed and sent to MagsBC to receive the subsidy:

- A complete timesheet of weeks and hours worked by the intern
- An invoice stating the following:
 - Name of intern
 - Number of hours and weeks worked
 - Hourly rate
 - Total paid to intern
 - The magazine's dollar contribution to this total (e.g., if MagsBC contributed 60% of the intern's salary, the magazine would calculate its contribution as 40% plus any additional benefits paid to the intern)
 - MagsBC's percentage based on the amount the intern was paid, up to the amount originally offered, or the percentage eligible for, whichever is less.

If the magazine has received one or more advances, this should be minused from the final amount before invoicing.

3. Payment

MagsBC will pay the host magazine. Payments cannot be made directly to the intern.

MagsBC aims to pay invoices fully and promptly. However, sometimes we will need to issue a partial subsidy payment until the next allotment is received from our funder, typically one to two months after submission of the year-end report, or after our operating grant for the year comes through.

Subsidy amounts are dependent on the number of internships MagsBC has funded, the final claim amounts, and the maximum allowable for the size of each magazine.

SAMPLE INTERNSHIP JOB DESCRIPTION

Job Posting: Online Marketing and Editorial Intern, Magazine Z

About Magazine Z

Published for five years, Magazine Z prides itself on unparalleled coverage of the issues facing elder immigrants and refugees in Metro Vancouver and beyond. Features include: (etc.)

Overall description and link to publication goals

While working for Magazine Z, the intern will become an integral part of the team, with particular responsibility for online activities as well as editorial and administrative support.

Responsibilities will vary, but overall the intern's role is to fill important gaps in the production cycle by contributing to administrative and editorial duties integral in keeping the office and the magazine functioning, and by writing social media posts to promote our magazine, contests, special offers and events.

The intern will also observe and participate in the editorial process in order to learn about the business of putting an issue to press.

Qualifications

- Interns must be enrolled in or recent graduates (within 3 years) of a journalism, professional writing, publishing, communications or comparable program in an accredited post-secondary institution
- Excellent grammar and English language communication skills
- Editorial experience
- Intermediate skills and knowledge of social media
- Experience in a business setting an asset
- A passion for our magazine's content and mission, and perspective on our editorial goals

Energetic and self-directed learners will particularly thrive in our culture.

Deliverables

- Assisting with the development of an online marketing plan and schedule
- Writing posts for social media and the blog at least daily

- Attending and contributing to all editorial meetings
- Responding to reader mail and comments
- Evaluating unsolicited submissions
- Fact checking
- Other tasks as assigned

Accountability

The intern will report to Nadav Tahan, Managing Editor. In addition, Linh Nguyen, Editor-in-Chief, will provide career mentorship and additional supervision to the intern.

Benefits

This role will give the intern a full view of the editorial process, with ability to contribute as is appropriate based on the individual. At the very least, the intern will walk away with a sense of how stories are chosen and edited for publication, as well as how to present a consistent brand online. The intern is expected to leave with the knowledge required to obtain an entry-level job in the industry.

Time commitment

This is a half-time (20 hours/week, 22 weeks) position beginning January 6, 2020 and ending June 5, 2020, with paid time off for statutory holidays.

Pay: \$15/hour

To apply, please send a 300-word writing sample and resume to Nadav Tahan, Editor-in-Chief ntahan@magazineZ.com with *Internship Application Winter 2020* in the subject line **by December 13, 2019.**