

Internship Subsidy Program Guide

FOR INTERNSHIPS BETWEEN MARCH 1, 2025 AND FEBRUARY 28, 2026 - REVISED MARCH 1, 2025

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OVERVIEW

The goal of the Magazine Association of BC (MagsBC) Internship Subsidy Program 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 recommend that member magazines create a role that will provide the intern with a variety of challenging opportunities to:

- Practice their knowledge and education
- 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

For the period spanning March 1, 2025 to February 28, 2026, MagsBC is offering a subsidy of up to 80% to a maximum of \$6,300 per internship.

As we want to make sure that each internship is of value to both the host magazine and the intern, MagsBC reserves the right to deny approval of an application or all or part of a subsidy, to recommend dismissal of an intern, or to reassign an intern to another magazine if necessary.

For questions about the Internship Subsidy Program, please contact Shristi Uprety, Internship Coordinator, at interncoord@magsbc.com. If further assistance is required, you can also reach out to Sylvia Skene, Executive Director, MagsBC at exec@magsbc.com.

MAIN PARTICIPATION REQUIREMENTS/DUTIES (see also p. 5)

Magazines

- Are full (voting) members of the Magazine Association of BC in good standing, i.e., have committed to paying their dues for the full duration of the internship.
- Have assigned a primary supervisor to the intern who is not expected to be absent from work for any significant length of time during the internship.
- Have recruited a mentor to offer career advice. This mentor cannot be the same person as the supervisor. MagsBC can assist small magazines with finding a mentor for an intern, if needed.

Supervisors

- Are encouraged to give their intern challenging tasks and projects, even if it means taking on some of the more basic jobs themselves, to make sure the intern has a meaningful, enjoyable and useful internship.

- Are expected to plan their intern's assignments and duties so that the intern works about the same hours each week.

Mentors

- Do not have to be an employee of the host publication.
- Give advice and guidance to the intern on their **career** in the magazine publishing industry, such as giving feedback on their resume or portfolio, talking about aspects of the magazine industry, doing a role-play interview, etc.
- Must be willing to donate a half hour a week or an hour every other week for the duration of the internship to a maximum of 10 hours to meet with the intern, whether in-person or via phone or online
 - If the intern is working only 10-16 hours per week, this commitment can be reduced to a half hour every other week for the duration of the internship.
- Must not also be the primary supervisor, although they can be the backup.

Interns

- Must be enrolled in or be recent (within 3 years) graduates of a journalism, publishing, professional writing, digital publishing, communications, design, business, marketing, advertising or a comparable program at an accredited post-secondary institution.
- Should be available for a continuous period for the internship, not including the holiday season, if applicable. 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, unless it extends past March 24, 2026, the last possible date before the project must be wrapped up.
- Cannot have been hired under this program before.

The MagsBC Internship Coordinator

- Recruits a mentor for the intern, if needed, or approves a mentor suggested by the publisher/editor and negotiates payment if needed, for very small publications that otherwise don't have the capacity to provide a mentor.
- Meets with the intern weekly for the first 5 weeks to find out how they are doing, what they are working on, and if they need additional support, with additional check-ins as needed, and a final one at the end of the internship.
- Facilitates training and communication between supervisor, mentor, expert consultant and intern in a timely fashion.
- Arranges for a meeting with the intern and their supervisor at their worksite or via Zoom a third to halfway through the placement (the mentor too, if possible).
- Assigns an expert consultant for the intern promptly after discussing training needs with the intern and supervisor at the meeting, or sooner if it's felt the training is urgently needed.

- Sends out survey links to the host and intern at the end of each internship to collect data and feedback for the association and its funders.
- Arranges for payment of subsidies from MagsBC after all criteria for a successful internship have been met and both surveys have been filled out. **Occasionally there may be a delay in payment of a month or two if MagsBC is between funding cycles.**

Non-Discriminatory Practices

We have learned to our dismay that a few former interns experienced micro-aggressive behaviours and discrimination against them by their supervisors and others.

MagsBC recommends that all supervisors and mentors take the time to become aware of these tactics and biases in themselves and others and strive to minimize them in order to nurture a more welcoming and productive environment for all.

Our website contains [many links](#) to helpful articles, videos and other resources to assist hosts.

We also recommend reading the [Alberta Magazine Publishers Association's Guide to Internship Success](#). Even experienced supervisors may find new insights from reviewing this document.

Limit on Internships

A magazine may apply for a maximum of **two** internship subsidies in any given year if funding is available.

WORKING CONDITIONS (HOURS, WAGES, ETC.)

Host Magazine Internship Requirements

The magazine must:

- Be a paid-up member of MagsBC for the full duration of the internship.
- Offer an internship of either:
 1. A minimum of 320 hours total, **typically 20+ hours/week for 16-26 weeks***, or
 2. A minimum of 320 hours total, **typically 30+ hours/week for 10-26 weeks*** for magazines that publish content 3+ times a week, e.g. online newsmagazines, or
 3. A minimum of 200 hours total, typically **10-19 hours/week for 10-26 weeks*** for very small magazines.

Hours should be distributed evenly across the internship period to ensure a consistent learning experience. While the above are minimum requirements, we encourage longer internships (e.g., 400+ hours) where possible to provide interns with deeper, more valuable experience.

**The weeks counted cannot include gap weeks in which the intern works less than half of their usual hours, such as during the winter holidays.*

- The internship should encompass at least one publishing cycle.
- Please check with the internship coordinator if you would like to apply for an internship under #2 or #3 above to make sure your magazine is eligible.

Intern Salary/Payment Requirements

- Pay at least \$20 per hour. Average intern wage through this program is currently \$21.40 per hour.
 - For very small magazines (decided on a case-by-case basis), pay at least minimum wage (currently \$17.40/hour, then \$17.85/hour as of June 1) for 10-19 hours per week. Preference will be given to those small magazines who can offer longer internships to make up for the intern working fewer hours per week, or who pair with another magazine to offer a shared internship of 20+ hours per week.
- Discuss with a bookkeeper, accountant or HR professional other appropriate deductions and remittances to pass on to the appropriate government agency, unless the supervisor is experienced and up to date on the regulations.
 - Please include an estimate of this cost in the hourly wage to maximize your subsidy and minimize your outlay.
- Pay their intern(s) at least monthly, preferably biweekly
- Give eligible interns paid time off for statutory holidays and other benefits, as applicable. See below under **Employee or Contractor?** for details on determining eligibility
- Arrange with their intern to make up any shortfall in hours promptly.
 - Any week where the intern works less than half their usual hours is not counted as part of the weeks contracted for, but the hours may be used to top up other weeks to meet the minimum hours per week and the total number of hours of the internship.
 - This is especially important if the internship is the minimum number of weeks, as another week of work will have to be added on at the end.

Employee or Contractor?

Some interns may legally be considered employees. Don't assume they're contractors!

We recommend that magazines:

- Read [these](#) Government of Canada criteria.
- Discuss the internship with a bookkeeper, accountant or human resources professional to determine the status of the intern.

- Pay those interns who qualify as employees for statutory holidays that fall on their workdays; these hours count toward their weekly hour total and will be included in the subsidy.
 - BC statutory holidays are listed [here](#).
 - Federal labour standards and guidelines can be found [here](#).
- Provide those interns who qualify as employees with additional benefits or an in-lieu top-up. This can be added to the wage for a total per-hour amount to potentially increase the subsidy.

INTERNSHIP SUBSIDY APPLICATION AND PROCESS

1. Apply

A member magazine must submit all of the following in response to a call for applications:

1. An expression of interest of no more than two paragraphs.
2. A completed section 1 of the internship details form, which can be found on our [Internship Subsidy Program](#) webpage.
3. A detailed internship job posting, including start and end dates, pay, etc. See pages 8-9 for a list of what we need to see in the posting.

If an intern has already been found, the coordinator still needs to receive a job description with the same details as a posting except for the application requirements and deadline.

Positions must:

- Include a significant amount and variety of activities that go beyond rote administrative tasks
- Facilitate the intern in building skills and experience related to both their educational background and magazine publishing.

Past interns have been involved in many aspects of publishing, such as:

- Contests
- Interviewing
- Writing feature articles
- Event planning
- Promotions
- Reader surveys
- Marketing campaigns
- Illustrations and design
- Editorial, layout, art direction, and/or sales meetings

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, the wage being offered, and how successful any past internships have been at that magazine for both the host and the intern(s).

Submit applications to Shristi Uprety at interncoord@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 80% or \$6,300 maximum.

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 half of their subsidy as an advance to assist with cashflow.

4. Hire an Intern

Once agreed to, the magazine is responsible for recruiting and hiring an intern. If requested, the coordinator will assist by arranging for the internship posting to be promoted on MagsBC's website, newsletter, and social media.

If the member magazine is unsuccessful at hiring an intern for the position within a couple of months, MagsBC may withdraw their subsidy to offer it again to the membership at large.

If the internship position is substantively reworked after being approved for a subsidy, it must be submitted again for approval.

5. 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.

The internship coordinator will at that time contact the intern directly to set up a short weekly check-in for the following five weeks of the internship.

6. Share Timesheets

The intern or supervisor must keep timesheets to record hours worked during the internship and share them with the internship coordinator via Dropbox or Google Sheets.

7. Identify Training Needs

By 4 weeks after the start date of the internship, the intern and supervisor need to discuss the intern's professional development needs, then complete, sign and send section 3 of the internship details form to the internship coordinator.

The internship coordinator will hire an expert consultant in an agreed-upon area of expertise for the intern and connect them with the intern to arrange two one-hour sessions or one two-hour session. Any suggestions for expert consultants will be considered, but the internship coordinator will make the final choice.

Confused about the roles of the supervisor, mentor and expert consultant?

- The supervisor is generally concerned with the intern's day-to-day work, training, orientation, etc.
- The mentor is focused on encouraging and guiding the intern in their career, so their focus is preparing them for success when the internship is finished.

- The expert consultant is brought in for 2 hours to train the intern in a specific skill needed for their work. The expert consultant may also act as an additional contact and resource for the intern.

8. Arrange Mid-Internship Meeting

The internship coordinator contacts the supervisor 4-5 weeks after the internship begins to arrange for a meeting with the supervisor, the intern, and, if possible, the mentor as well.

In the meeting, the coordinator will ask how the internship is going, what work has been assigned to and mentoring received by the intern, examples of work done (if applicable), what is being planned for the rest of the internship, and, if needed, details on training needed (see #7 above).

The coordinator may travel to the worksite, or, if there is no worksite, at a convenient public place such as a library or coffee shop, or may choose to hold the meeting via Zoom if it is at a significant distance from the coordinator's office or it's more convenient for the supervisor and intern.

9. Fill Out Intern and Host Surveys

After the internship has ended, the coordinator will send the supervisor a host survey and the intern an internship survey to fill out. Surveys must be completed by both the supervisor and the intern for payment to be issued.

10. Send Final Paperwork and Invoice

The magazine must arrange for the following to receive the subsidy:

- A complete and up-to-date timesheet with all hours and weeks filled out for the internship coordinator to review
- An invoice sent to the internship coordinator with the following:
 - Billed to: Magazine Association of BC, 316-336 E 1st Ave, Vancouver, BC V5T 4R6 exec@magsbc.com cc: Shristi Upreti, Internship Coordinator <interncoord@magsbc.com>
 - Name of intern
 - Period worked, e.g. April 15 to September 13, 2025
 - Total hours and weeks worked
 - Hourly rate plus any in lieu or top-up amounts paid
 - Total paid to the intern
 - The original subsidy amount offered or up to 80% of total, whichever is less.
 - The magazine's dollar contribution to this total (total minus subsidy)
 - Any advances received
 - The amount due (minus any advances, if applicable).

11. Receive Subsidy Payment

- MagsBC will pay the subsidy or remainder of the subsidy to the host magazine. Subsidy payments cannot be made directly to the intern.
- MagsBC aims to pay invoices fully and promptly. However, there is occasionally a lag between receiving an invoice and payment due to the funding cycle.

- Subsidy amounts are dependent on the number of internships MagsBC has funded, the final claim amounts, and the maximum allowable.

INTERNSHIP JOB DESCRIPTION

What to Include

- Job title – please be as specific as possible.
- Host magazine – name and overview of the publication. If part of a larger company, please include that information, too.
- Main job responsibilities, tasks, and activities. Internships are meant to give post-secondary students or graduates meaningful work experience related to their course of study, so your job description should reflect that here.
- Qualifications (skills/abilities/experience related to the job). For each, include:
 - An indication of that qualification’s importance, e.g. “required” versus “an asset,” based on the main responsibilities.
 - At what education or experience level the applicant must be at for each qualification, e.g. basic, intermediate, etc.
- Eligibility – The applicant must be enrolled in or a recent graduate (within 3 years) of a program related to the job at an accredited post-secondary institution. For MagsBC members outside of BC, applicants must be located within BC.
- Accountability – who the intern will report to and who their mentor will be, including job titles or roles. For very small magazines that rely on MagsBC to recruit a mentor, the mentor’s name is not needed to post the position.
- Benefits – what the applicant should get out of the internship in terms of knowledge and experience gained by the time they have finished.
- Compensation (as applicable):
 - Pay per hour
 - Statutory holiday time off with pay
 - Any other benefits
- Working conditions:
 - Remote, in-person, or hybrid work (and if in-person or hybrid, where the office is located)
 - Hours of work per week
 - Number of weeks and/or planned start and end dates. (If your internship runs over the holiday break, please extend the end date if needed to make sure it meets the number of weeks applied for.)
- Instructions on how to apply:
 - Email subject line, e.g. posting title, name of applicant, etc.
 - Cover letter & resume
 - Sample of work related to the job, if applicable
 - Name, title and email address of recipient
 - Application deadline

And that’s it! We hope this guide has been of value to you and look forward to your internship subsidy application.

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