

The Creative New Zealand National Publishing Internships Initiative

The internship is a structured programme of mentoring for interns, which offers mutual benefit to them and their employers. It gives talented newcomers additional training after graduation to develop their confidence and experience, and it allows publishers to try out a new employee or role in their organisation and can facilitate a one-off project.

Criteria for selection

Applications go through a rigorous assessment process. The primary criterion for selection of publishers is the quality of the role offered, which should do the following:

- Show evidence of training and support for the intern
- Include structured mentoring from a senior staff member
- Be at an appropriate level for the intern's existing skills
- Outline a plan to develop the intern's skills further

Applications are encouraged from a variety of PANZ members and all geographical regions. Educational publishers who produce a broad range of titles including picture books, early readers and junior fiction and/or books in te reo as well as Pasifika and Asian languages are also eligible to apply.

It is not suitable for a publisher to apply for an intern in successive years for the same role.

Interns are selected by a panel put together by Whitireia (including a representative from PANZ). Criteria for selection of interns are as follows:

- Performance and quality of work on the course
- Quality of application
- Ability to be flexible and adapt quickly – able to jump in to new environments
- Skills match with the role and organisation

Process and timing

Key dates

1. Publisher applications open **4th September and close 20th September**
2. PANZ/CNZ assessment process selects three publishers to forward to Whitireia and informs unsuccessful applicants by **11th October**
3. Graduate applications for specific roles before **1st November**
4. Whitireia/PANZ panel selects top contenders, then makes the best match with publishers and roles from these contenders by **mid-November**
5. Internship is set up in **November/December** to start work **February 2020** or as agreed

Setting up the internship

1. Whitireia contacts publisher to introduce the intern
2. Meeting between publisher, intern and PANZ/Whitireia (or conference call)
3. Publisher and intern sign contract committing to the internship for six months

Monitoring progress

1. Publisher and intern to meet after one month to discuss how the internship has been going and to revisit the job description
2. PANZ/Whitireia to check in by phone six weeks after internship starts (PANZ to publisher, Whitireia to intern)

2. If any issues are raised during this feedback, or anytime during the internship, plan put in place for the remainder of the internship
3. On completion, written feedback is required from publisher and intern (form provided)

Application process for PANZ MEMBERS

Applications are open to members of the Publishers Association of New Zealand.

To be considered for the intern programme please provide the following:

- 1) A letter of application that covers the following points.
 - What skills does the intern need?
 - What skills will the intern gain?
 - What difference will the funding make to the position?
 - What training, support and mentoring will the intern be offered?
- 2) A job description for the internship position.
- 3) An outline of the six-month programme that shows the structure of the internship and key milestones and specifies which senior staff member will mentor the intern.
- 4) Agreement to/acknowledgement of the following conditions:
 - The intern will be employed by the publisher on a temporary, fixed-term contract of six months' duration.
 - The intern will be employed under the same terms and conditions as other staff.
 - The intern's salary will be a minimum of \$40,000 per annum.
 - The subsidy the publisher will receive is capped at \$9,000.
 - The intern's salary is based on a maximum 40-hour week. Additional hours will be paid at the same hourly rate (subject to the Holiday Act 2003).
 - The intern will be regarded as an employee of the publisher for the six-month period and their engagement will be on the basis of an individual employment agreement pursuant to the Employment Relations Act 2000, the Holiday Act 2003 and all other relevant employment legislation.
 - The publisher will deduct PAYE from the intern's salary and will meet its statutory obligations regarding Kiwi Saver.
 - Interns and publishers will provide feedback to PANZ and Whitireia after one month, ensuring the agreed programme of work is being followed, written feedback after four months, and a final report at the conclusion of the internship.

Send applications by **20th September 2019** to:

Katherine Shanks admin@publishers.org.nz