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## LETTER FROM THE EDITOR

In early January, eight FASAMs were given a mission to participate in a research project to create a "really, really" useful guide to careers in the arts for students in our faculty. Several weeks later, we met with staff from Fine Arts Student & Academic Services and the Career Centre, to discuss how we could put our minds together to make a truly useful resource guide for students, just like us.

The fruits of our collective labours have resulted in what you are (hopefully!) about to read. Our aim? #1 - To provide you with information you may be unfamiliar with. #2 - To assist you in undertaking your own research. #3 - To make finding a career that's right for you as simple as possible.

What you are about to read is a cross-section of information from the fields of Dance, Design, Film, Fine Arts Cultural Studies, Music, Theatre, and Visual Arts. This is by no means an all-encompassing encyclopedia of "How-To's," but a collection of websites, programs, internships, grants, contacts, organizations, and supplementary information we think might assist you on your way to a fulfilling career.

If you read this document, and think "Geez, these guys are missing a lot!" chances are, you're right! There is no way we could hope to cover every single base, of every single artistic discipline, from all over the world. But, if you walk away having learnt something you didn't know before, we're satisfied that our hundreds of hours of work will have been worth it.

As you browse through the Guide, keep in mind that there may be information of interest in sections that are not dedicated to your particular discipline. I know from experience - when I was compiling all of this information, I snagged a couple of resources from both the Fine Arts Cultural Studies and Music sections, which I wouldn't have otherwise thought to consider. When you have time, look through as much of this as you can - we promise it'll be worth it!

Okay. Enough prefacing. Go read, and good luck!

*Sky Fairchild-Waller, Editor*

# First STEPS

ADVICE FROM THE CAREER CENTRE

## 1 Identify your goals: Do you know what you want?

If you aren't really sure what you want to do, or what jobs might be a good fit for you, don't worry! You aren't alone. One of the most common questions students ask themselves is "What can I do with a degree in...?" The good news is that you can do almost anything! Your degree is just one piece of who you are. There are many other factors that influence where you might end up in the world of careers. And the great thing about a university education is that you are developing a whole set of skills - like thinking, writing, analyzing and so on - that are valuable in any career you end up in. Give yourself permission to keep an open mind while you explore the many options that might ignite your passion!

If you don't have a specific job or occupation in mind, it's time to start exploring the many things that make you unique and that impact on the choices you'll make as you embark on your career.

# Ask Yourself...

- What do I know about myself and my preferences?
- What do I love to do?
- What are my special talents and skills?
- What types of situations or environments appeal to me?
- Who does the types of things I enjoy doing?
- How can I experiment in different areas that might appeal to me?

There are a number of tools you can use to help answer these questions. If you feel overwhelmed, try contacting York's Career Centre. There are a number of great resources there to help you gain some clarity and explore your options, including the "Who Am I?" workshop - a fun and interactive game that helps you to gain insight into the things that are most important to you in the world of work.



## CAREER CENTRE

Web site: <http://www.yorku.ca/careers>

Email: [career@yorku.ca](mailto:career@yorku.ca)

Phone number: 416.736.5351



# 2

## **Assemble Your Toolkit: What do you need to present yourself in your best light?**

Once you've figured out who you'd like to approach for information and/or employment, you need to make sure you have all the tools necessary to convey to potential employers the ways in which you could be valuable to them and a good fit for their organization. It's important to know what your potential employers would like to have from you in order to help them make a good decision. Some of the things every job seeker and researcher need include:

- A resume (this should be targeted to each individual or organization you approach).
- A cover letter (again, you'll need to write a new and personalized cover letter for each individual or organization you approach, however you can create an effective template and just tweak it a little every time).
- A business card (if you don't have one, think about getting one. They come in handy in networking situations where a resume might not be appropriate).
- A fifteen second verbal summary of who you are and what you're looking for so you can clearly articulate these things if you're put on the spot.
- A portfolio, if it's required.

## York University Career Centre Resources:

York University's Career Centre offers assistance in all areas of your career exploration and job search, including research (all of the titles below are available at the Career Centre resource library), individual counseling and advising, and workshops to help you create your own personalized job search plan and conduct an effective job search.

### First Steps Print Resources:

*Careers for Culture Lovers & Other Artsy Types* (by Marjorie Eberts & Margaret Gisler)

*Great Jobs for Music Majors* (by Jan Goldberg)

*The Career Guide for Creative and Unconventional People* (by Carol Eikleberry)

*Careers for Film Buffs and Other Hollywood Types* (by Jaq Greenspon)

*Opportunities in Performing Arts Careers* (by B. Bjorguinne Bekker)

*Breaking into Film* (by Kenna McHugh)

*Arts & Entertainment* (by Careers In Focus)

*Careers for Crafty People and Other Dextrous Types* (by Mark Rown)

*Letters to a Young Artist: Straight-up Advice on Making a Life in the Arts* (by Anna Deavere Smith)

*100 Careers in the Music Business* (by Crouch)

*Careers for the Stagestruck and other Dramatic Types* (by Lucia Mauro)

*Get a Reel Job* (by Philip Nemy)

*National Occupation Classification* (Directory: HRDC)

# Conducting a Job Search

There are two things to keep in mind when you're ready to launch your job search. The first is that you need a solid action plan to keep you focused, track your efforts, and guide your actions. The second, is that most jobs are not advertised. About 70% of all jobs are located through personal contacts. So your job search should include a combination of responding to posted ads or job openings you know about, and promoting yourself through networking with people in your field. With that in mind, where do you start?

## Contact List

The first thing you need to do is assemble your contact list (this assumes that you already have all the documentation ready to embark on your search, such as a resume, cover letter, and a portfolio. If you don't, make sure these are taken care of first). Since most jobs aren't advertised, having a contact list will provide you with a guideline for approaching others in your occupation even when no job is currently listed as vacant. Keep in mind the rules of good networking when you approach people.

## Action Plan

Once you've assembled your list of organizations and contacts, it's time to develop your action plan. When will you approach these people? How? Will you call and ask for an information interview (if there is no job obviously available) or will you send a resume (if there is a job posted or you know a job opening exists)? Set clear targets and then create a chart that will allow you to track who you contacted, when, what the outcome was, and whether or not any follow-up is necessary. In addition, think about other methods of job searching and include those in your action plan. These may include:

- Checking the Saturday paper weekly
- Visiting organization websites weekly to check for job openings
- Attending professional events
- Checking online job posting sites daily
- Attending job fairs or career events

The most important thing to remember is to stay positive! Job searching can be discouraging and it often takes time to find the position that's right for you. But it's a numbers game. The more often you're out there, sending out resumes, promoting yourself, and developing and maintaining good contacts within your field, the more likely you are to finally hit that one fantastic opportunity that's perfect for you! Keep your chin up, surround yourself with positive and supportive people, and get out there! The job of your dreams is just around the corner, but if you don't round every corner, you won't be there to find it!

## Job Search Print Resources:

*The Big Book of Jobs* (by VGM Career Books)

*101 Great Answers to the Toughest Job Search Problems* (by Ollie Stevenson)

*The Hidden Job Market* (by Sandra Boyd)

*How to Get Any Job With Any Major* (by Donald Asher)

## York Career Centre Resources:

All of the above print resources are available at the Career Centre resource library. The "Job Search Strategies" workshop is offered weekly to help you develop a job search plan, and individual appointments are available with Job Search Advisors.

# CAREERS IN...

Welcome to the Careers section! The following are thoroughly auditioned links to help you find employment. They re organized by discipline, and include some contextual information to let you know what you re likely to find when visiting them. While the lists are not exhaustive, they do attempt to include a little bit of everything, so as to assist you in beginning your own research.

## ESSENTIAL WEB SITES:

### **Akimbo**

*[www.akimbo.biz](http://www.akimbo.biz)*

This site offers local, national, and sometimes international job postings.

### **Alliance for Arts & Culture**

*[www.allianceforarts.com](http://www.allianceforarts.com)*

Job postings in the Vancouver, British Columbia arts community.

### **Cultural Careers Council Ontario**

*[www.workinculture.ca](http://www.workinculture.ca)*

An extremely comprehensive online job forum for all careers cultural.

### **Charity Village**

*[www.charityvillage.com](http://www.charityvillage.com)*

A site that deals mainly with not-for-profit organizations. This is one of the best sites to look for jobs in the Community Arts sector.

**Cultural Human Resources Council**

[www.culturalhrc.ca](http://www.culturalhrc.ca)

A wonderful site to go to for internships and job postings in the Canadian cultural industry.

**Culture Canada**

[www.culture-canada.ca](http://www.culture-canada.ca)

Includes a listing of government jobs in Canada's cultural sector.

**Harbourfront Centre**

[www.harbourfrontcentre.com](http://www.harbourfrontcentre.com)

Check the Harbourfront Centre for fairly regular job postings.

**The Living Arts Centre**

[www.livingartscentre.ca/homepage](http://www.livingartscentre.ca/homepage)

A cultural centre with employment volunteer listings and opportunities.

**Summer Employment Program**

A full list of addresses for the ministries' human resources offices can be found here:

[http://www.servicecanada.gc.ca/eng/goc/nrc\\_summer\\_employment.shtml](http://www.servicecanada.gc.ca/eng/goc/nrc_summer_employment.shtml)

The provincial government also hires students for summer job placements. You'll be eligible to apply as a current student and for up to six months after your graduation. While the term of this contract would be only for the summer months, the contacts you make and work experience gained in the industry will be invaluable. For these jobs, you will have to send your resume and one-page cover letter directly to the Human Resources Branch of whichever ministry you are applying to.

As a Fine Arts student, you'll probably prefer working with the Ministry of Culture. Its contact information is:

Human Resources Branch  
Ministry of Culture  
400 University Avenue, 2nd Floor  
Toronto M7A 2R9  
(416) 325-6371 Fax



# DANCE

## **Potential Employment Areas:**

Administration, Choreography, Performance, Teaching, Technical Production

## **Employment Links:**

Ballet British Columbia  
[www.balletbc.com/](http://www.balletbc.com/)

For classically trained ballet dancers who are looking for a transition into the professional world of performance, Ballet BC offers a one of a kind mentorship program. Eligibility and application information, including auditions and fees, can be found here.

## **Cultural Careers Council Ontario**

[www.workinculture.ca](http://www.workinculture.ca)

While the hundreds of part-time, full-time, and contract job postings are not necessarily dance production specific, they are certainly arts focused.

### **Dance Ontario**

[www.danceontario.ca/jobs-04.php3](http://www.danceontario.ca/jobs-04.php3)

Another comprehensive online employment guide by Dance Ontario; this time, for arts administrators. Although the number of postings is less than for performers and teachers, it's still worth checking out.

### **Dance Ontario**

[www.danceontario.ca/jobs-01.php3](http://www.danceontario.ca/jobs-01.php3)

An excellent resource for dancers looking for audition and/or employment opportunities. Updated almost daily, Dance Ontario has dozens of postings complete with date and contact information for every possible interest.

### **Dance Ontario**

[www.danceontario.ca/jobs-02.php3](http://www.danceontario.ca/jobs-02.php3)

Excellent resource for dancers with an interest and experience in teaching, Dance Ontario has dozens of job listings in cities across the country. Employers range from private studios to public school boards.

### **National Arts Centre**

[www.artsalive.ca/en/dan/make/index.asp](http://www.artsalive.ca/en/dan/make/index.asp)

A comprehensive guide equipped with links to Festivals and Companies from around the world. Whether you're looking to audition, or simply learn what's out there, this link will do an excellent job of informing your search.

### **National Arts Centre**

[www.artsalive.ca/en/dan/understand/seedance.asp](http://www.artsalive.ca/en/dan/understand/seedance.asp)

An online toolbox for choreographers, the National Arts Centre has devoted an extensive amount of time and energy into making Arts Alive a valuable asset for any emerging artist. Check out this link to learn more.

### **Series 8:08**

[www.series808.ca](http://www.series808.ca)

Devoted to the creative development of Canadian dance artists, Series 8:08 offers works-in-progress showings to audiences who are encouraged to provide feedback. Information and applications are available through the above link.

## **Useful Links:**

### **National Arts Centre**

[www.artsalive.ca/en/dan/make/becomedancer.asp](http://www.artsalive.ca/en/dan/make/becomedancer.asp)

### **Voice of Dance**

[www.voiceofdance.com](http://www.voiceofdance.com)

### **Dancer Transition Resource Centre**

[www.dtrc.ca/movetransit](http://www.dtrc.ca/movetransit)

### **Canadian Alliance of Dance Artists**

[www.cada-on.ca/](http://www.cada-on.ca/)

### **Canadian Dance Assembly**

[www.dancecanada.net](http://www.dancecanada.net)

### **Dance Collection Danse**

[www.dcd.ca](http://www.dcd.ca)

### **The Dance Current**

[www.thedancecurrent.com](http://www.thedancecurrent.com)

### **Dance Notation Bureau**

[www.dancenotation.org/](http://www.dancenotation.org/)





# DESIGN

## **Potential Employment Areas:**

Graphic Design firms, Corporate In-house Design, Advertising, Non-profit Organizations, Public Relations, Cultural Promotion

## **Employment Links:**

### **American Institute of Graphic Arts (AIGA)**

*[www.aiga.org](http://www.aiga.org)*

AIGA is the American professional organization for graphic designers. Its website features a careers section that includes job listings. Members can post their portfolios for review by prospective employers. There is also a series of articles on planning for a career in graphic design.

### **Aquent**

*www.aquent.com*

Aquent is the world's largest marketing staffing firm. They help match employers with people in “virtually every marketing discipline, from brand managers to copywriters, from data analysis to web designers.”

### **Design Exchange**

*www.dx.org*

Design Exchange (DX) is Canada's centre for the promotion of design, located in the historic Stock Exchange building in Toronto. One great feature of the organization's website is that you can subscribe to a monthly newsletter for exhibition and program announcements, community listings and jobs. Visit [www.dx.org/cdd](http://www.dx.org/cdd) for a comprehensive list of design associations and resources across Canada.

### **Registered Graphic Designers, Ontario (RGD)**

*www.rgdontario.com*

RGD Ontario — the Voice of Graphic Design in Ontario. RGD Ontario is the professional organization for graphic design in Ontario. **All York/Sheridan Joint Program students are student members of RGD.** Their website includes job postings at: <http://www.rgdontario.com/jobPostings/design/default.asp>

### **Society of Graphic Designers of Canada (GDC)**

*www.gdc.net*

GDC is the national association for graphic design in Canada. Its website includes a section for planning a design career. <http://www.gdc.net/education/index.htm>

### **Useful Links:**

#### **Association Typographique Internationale (ATypI)**

*www.atypi.org*

#### **Design Edge Canada**

*www.designedgecanada.com*

#### **Design Observer Job Board**

*[http://designobserver.coroflot.com/public/jobs\\_browse.asp](http://designobserver.coroflot.com/public/jobs_browse.asp)*

#### **International Council of Graphic Design Associations (ICOGRADA)**

*www.icograda.com*

#### **Internal Institute for Information Design (IIID)**

*www.iiid.net*

#### **Society for Environmental Graphic Design (SEGD)**

*www.segd.org*

# FILM

## Potential Employment Areas:

Administration, Archiving, Casting, Directing,  
Distributing, Production, Programming,  
Promotion, Publicity

## Employment Links:

### Academy of Canadian Cinema & Television

[www.academy.ca](http://www.academy.ca)

The Canadian version of the Academy of Motion Picture Arts and Sciences; this is the body which gives out the annual Genie Awards, Gemini Awards and Les Prix Gémeaux. This site is most useful for its database of industry links ([www.academy.ca/programs/linksdbs.cfm](http://www.academy.ca/programs/linksdbs.cfm)), found under the "Programs and Resources" tab on the main page. From there, under "Online Resources" you'll be able to find a comprehensive list of nation-wide companies, organizations and individuals in your area.

### Alliance of Canadian Cinema

[www.actra.com](http://www.actra.com)

[www.actratractoronto.com/industry/index.html](http://www.actratractoronto.com/industry/index.html)

This will be more useful for studies than production students. ACTRA's industry links page is a great database of the major players in the Toronto industry.



### **Canada Film Guide**

[www.filmguide.ca](http://www.filmguide.ca)

The Canada Film Guide is an all-Canadian directory covering everything from production companies, producers and distributors, to agents, creative artists and studio and network executives across Canada. It's like a Yellow Pages for film industry stuff. The same company also produces an international guide ([www.globalproducer.com](http://www.globalproducer.com)), an online industry "magazine" ([www.canadianproducer.com](http://www.canadianproducer.com)), and a site specializing in the British Columbia film industry ([www.bcfilm.net](http://www.bcfilm.net)). The British Columbia site is not to be confused with British Columbia Film ([www.bcfilm.bc.ca](http://www.bcfilm.bc.ca)), which is a not-for-profit organization set up by the provincial government.

### **Canadian Film and Television Production Association**

[www.cftpa.ca](http://www.cftpa.ca)

The CFTPA is a not-for-profit national trade association which represents over 400 media companies nation wide. They also offer a mentorship program.

### **Canadian Film Centre**

[www.cfccreates.com](http://www.cfccreates.com)

The CFC offers training, creative partnerships, worldwide promotion and funding to film and television creators. They also administer the Worldwide Short Film Festival.

### **Craigs List**

[craigslist.org](http://craigslist.org)

Contains mostly anonymous postings; expect to work for free.

### **Mandy.com**

[www.mandy.com/place/caon.cfm](http://www.mandy.com/place/caon.cfm)

A workopolis for film and television, this site posts some jobs for pay as well as many entry-level no/low-pay opportunities. These generally cater to smaller productions with shorter shooting schedules. It's great for experience and networking, and building your list of credited jobs.

### **ProductionHUB**

[www.productionhub.com](http://www.productionhub.com)

An international industry directory, with a focus on broadcast film and video.

### **Toronto Film Office**

[www.toronto.ca/tfto](http://www.toronto.ca/tfto)

This site contains a frequent update about current film and television projects currently underway in Toronto. For production students: check out the names of the production companies and call them up. You'll know they're not a sham business if they're actually in production. The TFTO site also contains practical information about permits and the like for your own projects.

### **Toronto International Film Festival Group**

[www.tiffg.ca/content/getinvolved/opportunities.asp](http://www.tiffg.ca/content/getinvolved/opportunities.asp)

For studies students, the best place in Toronto to start is the Toronto International Film Festival Group. The TIFFG oversees a number of festivals during the year – chief among them the Toronto International Film Festival and the Sprockets Toronto International Film Festival for Children – as well as year-round screening series and resources like the Film Reference Library. They mostly advertise volunteer positions, which (as you know) can turn into longer-term employment. If you're looking to get into festival programming, research/archiving or promoting non-mainstream film, you'll find ample opportunities with this organization.

### **Women in Film & Television International**

[www.wifti.org](http://www.wifti.org)

A great resource offering professional support, networking, directories and grants for women in the industry.

### **Useful Links:**

#### **NABET 700 CEP**

[www.nabet700.com](http://www.nabet700.com)

#### **Liaison of Independent Filmmakers of Toronto**

[www.lift.on.ca](http://www.lift.on.ca)

# F.A.C.S

## Fine Arts Cultural Studies

### Potential Employment Areas:

Administration, Advocacy, Community Arts, Cultural/Heritage Preservation, Curriculum Development, Education, Event Planning, Human Resources, Journalism, Management, Media, Performance, Promotion, Publicity

### Employment Links:

#### Akimbo

[www.akimbo.biz](http://www.akimbo.biz)

This site offers local, national, and sometimes international job postings.

#### Alliance for Arts & Culture

[www.allianceforarts.com](http://www.allianceforarts.com)

Job postings in the Vancouver, British Columbia arts community.

#### Art Gallery of Ontario

[www.ago.net/jobs](http://www.ago.net/jobs)

Offers internal employment opportunities for youth and adults.

#### Canadian Broadcast Corporation

[www.cbc.radio-canada.ca](http://www.cbc.radio-canada.ca)

CBC has a listing of internal jobs for those interested in being reporters, content developers, and program managers.



#### Canadian Heritage Information Network

[www.chin.gc.ca](http://www.chin.gc.ca)

A government website with job listings and internships.

#### Canadian Museums Association

[www.museums.ca](http://www.museums.ca)

Job postings for museums and galleries across Canada. This site also has regular updates about recent art movements and events in Canada.

#### Charity Village

[www.charityvillage.com](http://www.charityvillage.com)

A site that deals mainly with not-for-profit organizations. This is one of the best sites to look for jobs in the Community Arts sector.

#### Cultural Careers Council Ontario

[www.workinculture.ca](http://www.workinculture.ca)

The Work in Culture Job Board is a very good starting point if you are looking for a job in the arts industry. Check out the site's Links, where you can find a lot of great information.

#### Cultural Human Resources Council

[www.culture-canada.ca](http://www.culture-canada.ca)

A wonderful site to go to for internships and job postings in the Canadian cultural industry.

**Culture Canada**

[www.culture-canada.ca](http://www.culture-canada.ca)

Includes a listing of government jobs in Canada's cultural sector.

**Curating.Info**

[www.curating.info](http://www.curating.info)

On this website you can find information, internships, and jobs on the international curatorial scene.

**Gaulin Media**

[www.jeffgaulin.com](http://www.jeffgaulin.com)

The "Job Board" offers regular job opportunities for writers and journalists.

**Global Museum**

[www4.wave.co.nz/~jollyroger/GM2/jobs/restworld.htm](http://www4.wave.co.nz/~jollyroger/GM2/jobs/restworld.htm)

An excellent site for international job opportunities in the museum and curatorial sectors.

**Harbourfront Centre**

[www.harbourfrontcentre.com](http://www.harbourfrontcentre.com)

Check the Harbourfront Centre for fairly regular job postings.

**Hec Montréal**

[www.gestiondesarts.com](http://www.gestiondesarts.com)

French Canadian website with job listings in the Montréal area.

**Indian and Northern Affairs Canada**

[www.ainc-inac.gc.ca/art/inuit/index2\\_e.html](http://www.ainc-inac.gc.ca/art/inuit/index2_e.html)

A government organization devoted to the preservation of native art. Check the "Employment" section for job opportunities.

**Interaccess Electronic Media Arts Centre**

[www.interaccess.org](http://www.interaccess.org)

From time to time Interaccess posts jobs within their organization.

**The Living Arts Centre**

[www.livingartscentre.ca/homepage](http://www.livingartscentre.ca/homepage)

A cultural centre with employment, volunteer listings and announcements.

**Ontario Association of Art Galleries**

[www.aaag.org/links/employment.html](http://www.aaag.org/links/employment.html)

A comprehensive list of employment opportunities in galleries across Ontario.

**Planet Friendly**

[www.planetfriendly.net](http://www.planetfriendly.net)

This website only has job postings for environmentally friendly companies and organizations in Canada.

**Rhizome at the New Museum**

[www.rhizome.org](http://www.rhizome.org)

Includes a listing of jobs in the new media community and profession.

**Toronto Arts Online**

[www.torontoartsonline.org](http://www.torontoartsonline.org)

Listing of jobs in the Toronto art scene.

**Workopolis**

[www.workopolis.com](http://www.workopolis.com)

From time to time, this website has great employment opportunities listed in the "Arts & Culture" section.

**Youth Canada**

[www.youth.gc.ca](http://www.youth.gc.ca)

Wonderful site for job listings, as well as summer internships and placements.

**Useful Links:****Arts Management Network**

[www.artsmanagement.net](http://www.artsmanagement.net)

**Artword**

[www.artword.net](http://www.artword.net)

**Artnews**

[www.artnews.info](http://www.artnews.info)

**Ontario Internship Program**

[www.internship.gov.on.ca](http://www.internship.gov.on.ca)

**Ontario Heritage Trust**

[www.heritagefdn.on.ca](http://www.heritagefdn.on.ca)

# MUSIC

## Potential Employment Areas:

Advertising, Archiving, Composition, Consulting, Design, Distribution, Editing, Education, Engineering, Journalism, Management, Performance, Publicity, Publishing, Recording

## Employment Links:

### Admiral Entertainment

[www.admiralent.com/](http://www.admiralent.com/)

Admiral Entertainment provides management for artists in the music industry in Canada and the UK. They can also provide you with assistance in the application process if you are applying for grants.

### American Guild of Organists

[www.agohq.org/home.html](http://www.agohq.org/home.html)

The American Guild of Organists has articles on professional development as well as a large list of job postings if you are looking to work in churches. It also has a salary guide with the suggested amount to charge if you are performing at a wedding, funeral, services, etc.

### Applause

[www.cnvi.com/applause](http://www.cnvi.com/applause)

This site offers a guide that will show you, step by step, how to get your band's career into high gear. They can also show you how to develop a fan base and make a strong impact on the scene. It costs \$15 for the guide, but it's worth it if you want all the inside information.

### Association of Canadian Choral Conductors

[www.choralcanada.org](http://www.choralcanada.org)

The Association of Canadian Choral Conductors provides conductors across Canada with a number of services from job vacancies to repertoire ideas. If you are looking into choral conducting as a possible career choice you should take a look at this site. It also has a page of useful links.



### **Canadian Recording Industry Association**

[www.cria.ca](http://www.cria.ca)

The Canadian Recording Industry Association is a not-for-profit organization. It helps the Canadian companies that manufacture, market and create sound recordings. This site contains useful links and information.

### **Conductors Guild**

[www.conductorsguild.org](http://www.conductorsguild.org)

The Conductors Guild offers numerous services to members and non-members. There are several resources on this site for those looking into a career in conducting. They offer help with such things as How to Prepare a Videotape for a job application or workshops, along with other helpful information about the field.

### **Fleming Artists Management**

[www.famgroup.ca/](http://www.famgroup.ca/)

If you are a blues, folk, jazz or world music performer looking for representation, this site is worth checking out. Fleming Artists Management represents performers across Canada.

### **Indie-Music-Toronto**

[www.indie-music-toronto.ca](http://www.indie-music-toronto.ca)

This site has a list of Toronto venues for indie music artists, along with their contacts making it easier to book gigs. It also offers songwriting tips, and has a list of open stages in Toronto and Southern Ontario.



### **International Network for Arts and Business**

*www.artsmanagement.net*

This site has loads of articles and other resources that would be of interest and helpful to anyone looking into arts management.

### **Media Job Search Canada**

*www.mediajobsearchcanada.com*

This site is a job search site, however it's unlike most job search sites because it only posts jobs in the media field in Canada. There are a variety of jobs posted here, everything from positions in music editing, to studio operators.

### **Music Industry Career Center**

*www.music-careers.com*

This site offers a free service for employers in the music industry and job seekers to exchange information about open positions. There are all kinds of job postings on this site, from performance positions to music therapy and sound engineering job listings. You have to sign up for an account, but it's free.

### **Music Library Association**

*www.musiclibraryassoc.org*

If you click on "Employment and Education" it will lead you to a job placement service and career resources section. Also in this section of the site there's a page with information about the field of Music Librarianship and if it's for you.

### **Music Therapy Info Link**

*www.members.aol.com/kathysl/index.html*

This site was created to help communication and networking between those in the field of music therapy. There's lots of information found here regarding this field, as well as many useful links. There's also a section with job opportunities.

### **National Association for Music Education**

*www.menc.org/careers*

This site offers a breakdown of employment opportunities in music and the approximate salary range. It also outlines in a chart the necessary personal qualifications, knowledge and skills, recommended training and recommended post-secondary education. Keep in mind this is an American site, so salary and education may differ slightly from Canada.

### **Royal Canadian College of Organists**

[www.rcco.ca](http://www.rcco.ca)

The Royal Canadian College of Organists site has a classified section of all the church positions available in Toronto and surrounding areas. It also offers information about national competitions for organists as well as an entire page of resources.

### **TAXI**

[www.taxi.com](http://www.taxi.com)

TAXI is an independent artist and repertoire company which helps unsigned bands, artists and songwriters get tapes directly to major record labels, music publishers and film/TV music supervisors. However, there is an annual fee.

### **Useful Links:**

#### **Doctor Audio**

[www.doctoraudio.com](http://www.doctoraudio.com)

#### **Independent Song Writer**

[www.independentsongwriter.com](http://www.independentsongwriter.com)

#### **Laura Claycomb**

[www.lauraclaycomb.com](http://www.lauraclaycomb.com)

#### **Muse's Muse**

[www.musesmuse.com](http://www.musesmuse.com)

#### **Music Dish**

[www.musicdish.com](http://www.musicdish.com)

#### **North American Performing Arts Managers and Agents**

[www.napama.org](http://www.napama.org)

#### **Record Production**

[www.recordproduction.com/JOBS.HTM](http://www.recordproduction.com/JOBS.HTM)

#### **Recording Industry Association of America**

[www.riaa.com](http://www.riaa.com)

# THEATRE



## **Potential Employment Areas:**

Design, Dramaturgy, Education, Management, Performance, Playwriting, Production

## **Employment Links:**

### **Alliance for Arts**

[www.allianceforarts.com](http://www.allianceforarts.com)

Based in Vancouver, British Columbia, AFA is comprised of art and culture organizations from all disciplines, which guide the communities from each sector in facilitating connections within the arts and across Canada. There is a useful page of job postings and audition calls.

### **Association of Cultural Executives**

[www.acecontact.org](http://www.acecontact.org)

ACE is dedicated to the improved management of Canada's cultural resources through the fostering of professional development. ACE Members can access information resources on employment, postings for current employment opportunities across the cultural sector both in Canada and the United States, as well as receive legal advice for employment issues and grievances.

### **ASTRO**

*[www.summertheatre.org](http://www.summertheatre.org)*

Association of Summer Theatres 'Round Ontario is a network of professional theatres committed to the support, growth, and cultivation of summer theatre in Ontario. By fostering partnerships, developing collaborative marketing strategies, sharing information and networking with a creative, co-operative spirit, ASTRO provides vital artistic and economic opportunities for all of its participants. Their website hosts a job posting and audition board.

### **British Columbia Touring Council**

*[www.bctouring.org/job-opportunities/index.html](http://www.bctouring.org/job-opportunities/index.html)*

BCTC was established as a not-for-profit organization to serve presenters and touring professional artists in British Columbia. Its goals are to expand touring opportunities, promote audience development and be an advocate for artists and presenters. Their website hosts an extensive listing for production job opportunities in British Columbia, as well as resource links to other sources of funding in the area.

### **Canadian Actors' Equity Association**

*[www.caea.com](http://www.caea.com)*

Canadian Actors' Equity Association is the professional association of performers, directors, choreographers, fight directors and stage managers in English Canada who are engaged in live performance in theatre, opera and dance. There is useful information for performers on obtaining Equity status and the process of apprenticeships. As well, there is separate information for Stage Managers and the process to obtain credits for Equity Status. There is also an on-line job board called "e-drive," which is free for non-members to access.

### **Canadian Institute of Theatre Technology**

*[www.citt.org](http://www.citt.org)*

CITT is an association that provides unique opportunities to its members to communicate, network and expand their knowledge and skills through workshops, conferences, electronic forums, and publications in the areas of technology, management, design, architecture and education for live performance in Canada. They have a link to job postings on the main website. They also have a discussion forum, "Callboard," to pose questions and discussions with professionals across the country, as well as a broader list of job postings. There is a fee to join, but it is minimal for students.

### **Cirque Du Soliel**

[www.cirquedusoleil.com/CirqueDuSoleil/en/jobs/offstage/recruitsoft.htm](http://www.cirquedusoleil.com/CirqueDuSoleil/en/jobs/offstage/recruitsoft.htm)

This link provides full postings of all available technical positions for Cirque Du Soliel worldwide. There is also the opportunity to fill out a profile for future employment if none of the postings are of interest to you. Finally, there is a Performance link specifically for performers and not just circus artists, but also for dancers, actors, singers, musicians and more.

### **Cultural Careers Council Ontario**

[www.workinculture.ca](http://www.workinculture.ca)

Well known for its job board, CCCO provides a variety of resources on their website, including listings of Cultural Career information, programs, and resources.

### **Cultural Human Resources Council**

[www.culturalhrc.ca](http://www.culturalhrc.ca)

CHRC serves to strengthen the Canadian cultural workforce by providing leadership and innovative solutions to human resource issues and to better the human resources environment within the cultural sector. Their website hosts information on the human resources sector in arts and culture employment, as well as internship listings and job postings.

### **International Cultural Relations of Foreign Affairs and International Trade Canada**

[www.international.gc.ca/culture/index.aspx](http://www.international.gc.ca/culture/index.aspx)

This website offers general guidelines and criteria for all performing arts applications governed by Foreign Affairs. The objective of the International Cultural Relations (PCR) programs of Foreign Affairs and International Trade Canada (DFAIT) is the promotion of Canadian interests abroad, and this website outlines what one needs to do to take a project international.

### **International Theatre of the Oppressed**

[www.theatreoftheoppressed.org](http://www.theatreoftheoppressed.org)

The ITO is an organization that coordinates and enhances the development of Theatre of the Oppressed all over the world. Their website hosts a forum for information, internship and job opportunities, and general discussion about education and helping others through performance.

#### **Performance Studies**

*[www.performancestudies.org/index.php](http://www.performancestudies.org/index.php)*

This website hosts an array of information regarding calls for artists, and references.

#### **Stage-Door**

*[www.stage-door.com](http://www.stage-door.com)*

Stage Door is dedicated to serving all the professional and amateur theatres of Ontario with "Theatre Listings," "Audition Notices" and "Theatre Job Postings," "Complete Playbill" with current and upcoming shows & events, "Reviews" of current productions, and "Links" to important theatre/Ontario/tourism websites. This website is very useful and full of important information.

#### **United States Institute of Theatre Technology**

*[www.usitt.org/JobsUsitt/go.php](http://www.usitt.org/JobsUsitt/go.php)*

Similar to CITT, the United States Institute of Theatre Technology hosts a web-based employment listings service.

#### **University/Resident Theatre Association**

*[www.urta.com](http://www.urta.com)*

U/RTA provides a variety of service, management and informational programs to its members, and to non-member students, theatre professionals and producing companies, while serving as the primary liaison between professional and educational theatres. U/RTA encourages the professional training of artists, and of future teachers in the performing arts for all levels of education. Their website hosts an extensive listing of job postings mainly within theatre production and education.

## THEATRE

### Useful Links:

**Professional Association of Canadian Theatres**

[www.pact.ca](http://www.pact.ca)

**Canadian Stage Company**

[www.canstage.com](http://www.canstage.com)

**Shaw Festival**

[www.shawfest.com](http://www.shawfest.com)

**Soulpepper Theatre Toronto**

[www.soulpepper.ca](http://www.soulpepper.ca)

**Stratford Shakespeare Festival**

[www.stratfordfestival.ca/](http://www.stratfordfestival.ca/)

**Associated Designers of Canada**

[www.designers.ca](http://www.designers.ca)

**Canadian Association for Theatre Research**

[www.catr-acrt.ca](http://www.catr-acrt.ca)

**Canadian National Playwriting Competition**

[www.theatrebc.org/playcomp/index.php](http://www.theatrebc.org/playcomp/index.php)

**Educational Theatre Association**

[www.edta.org](http://www.edta.org)

**Fight Directors Canada**

[www.fdc.ca](http://www.fdc.ca)

**Institute of Canadian Clowning**

[www.canadianclowning.com](http://www.canadianclowning.com)

**Playwrights Canada Press**

[www.playwrightscanada.com](http://www.playwrightscanada.com)

**Theatre Ontario**

[www.theatreontario.org](http://www.theatreontario.org)

# VISUAL ARTS

## **Potential Employment Areas:**

Animation, Crafts, Criticism, Dealing, Exhibition, Graphic Arts, Illustration, Photography, Publishing, Therapy

## **Employment Links:**

### **Akimbo**

[www.akimbo.biz/jobs/index.php](http://www.akimbo.biz/jobs/index.php)

Under the Jobs tab you can find the Canadian listings for arts-related positions. One great feature of this website is that you can subscribe to their newsletter and, alongside exhibition and publication announcements, you can receive updates on job openings.

### **Alliance for Arts & Culture**

[www.allianceforarts.com/career-opportunities](http://www.allianceforarts.com/career-opportunities)

Provides links to several organizations in British Columbia, Canada and Internationally that offer employment programs in the arts. The best feature of this website is that rather than listing the organizations it provides you links directly to their employment opportunities pages. It compiles several organizations under one link.

### **Artists in Canada**

[www.artistsincanada.com](http://www.artistsincanada.com)

Artists In Canada maintains the directory of links as a free service to the arts community. The directory is stored in a database where site visitors can search the links using a simple search interface. Visitors are invited to add their visual arts-related links to the directory. Their website includes potential employers under their Employment tab. Of value is their Resources tab which includes links to funding, government, teaching positions, workshops, and much more.



### **Arts & Crafts Net**

[www.artsandcraftsnet.ca/](http://www.artsandcraftsnet.ca/)

The most valuable aspect of this website is their Artist and Artisan Directory. It's going to allow you to search Arts and Crafts categories and find artists around your area who are in your area of interest. It also includes Arts and Crafts companies whom you can choose to contact directly for employment opportunities.

### **Artscape, Toronto**

[www.torontoartscape.on.ca](http://www.torontoartscape.on.ca)

This is a not-for-profit organization based in Toronto which offers volunteer opportunities. They also list employment positions when available on their website.

### **Banff Centre**

[www.banffcentre.ca/va](http://www.banffcentre.ca/va)

Under their Facilities tab you can select Visual Arts and be led to various resources regarding the centre. Of particular interest to job-seekers is the Creative Residencies tab where you can find information on the various Residencies that you are eligible to apply for. The Centre is designed for what they consider professionals, therefore SOME experience is necessary when looking into their programs. Another useful feature is their Work Study tab. Here you can find listings and information regarding the various opportunities offered by the Centre, which include postings for studio artists as well as for other areas such as Marketing and Public Relations.

### **Charity Village**

[www.charityvillage.com/applicant/jobs.asp?fn=searchform](http://www.charityvillage.com/applicant/jobs.asp?fn=searchform)

For those interested in working in the not-for-profit sector this website is your go to place. Under their Jobs tab you can do a search for arts-related postings. Perhaps their most valuable resource is their Library. It provides article resources on subjects such as Grant Writing and a how-to guide for grant proposals. Their Quick Guides includes a very useful list of resource websites where information can be found on career development in the not-for-profit sector.



### **Community Arts Ontario**

[www.communityartsontario.ca](http://www.communityartsontario.ca)

This is the province's only multidisciplinary, cross-sectional arts network, which offers very unique programs and services in the arts. CAO provides their members with a variety of perks including information on grant opportunities, discounts on conferences and workshops, consultations and professional development services, networking opportunities, and much more.

### **Cultural Careers Council Ontario**

[www.workinculture.ca](http://www.workinculture.ca)

Here, you are able to search for arts-related jobs that range within the visual and performing arts. The unique feature of this website is that you can narrow down your search by the time-period you wish to be employed for (i.e. part-time, internship, etc.) Their board of directors includes members from several organizations throughout Canada and therefore provides interdisciplinary job opportunities.

### **Cultural Human Resources Council**

[www.cultureworks.ca](http://www.cultureworks.ca)

Under their Job Board tab you are able to browse listings for employment opportunities across Canada. Their internship program provides resources on great potential employers from various disciplines. If you narrow down your search to Visual Arts & Crafts and/or Museums and Heritage you will be able to narrow down the listings to a more manageable list.

### **Museum Employment Resource Center**

[www.museum-employment.com](http://www.museum-employment.com)

This website is particularly useful to art history/museum studies students who are looking for versatile ways to put their degree to good use. It provides listings for both Canada and the USA, and occasionally international postings. Under their Museum and Cultural Resource Job Vacancies link, you may find the latest information on openings.

### **Visual Arts Ontario**

[www.vao.org](http://www.vao.org)

VAO provides working artists with the information and skills needed to thrive in the art market as a professional artist. Members receive information on portfolio presentation skills, marketing strategies, exhibition management, proposal development, courses offered, workshops, and online training. They also keep their members updated on hundreds of career opportunities in Ontario for professional artists. You can view current courses offered on the site and visit their artist forum/gallery space, which may inspire you to become a member. This is perhaps one of the more popular organizations for professional artists, as it provides more concrete information and links to finding studio space, preparing a good curriculum vitae and portfolio, and grant proposal writing.

### **Useful Links:**

#### **Canadian Artists' Representation/le Front des artistes canadiens**

[www.carfaontario.ca](http://www.carfaontario.ca)

#### **Federation of Canadian Artists**

[www.artists.ca/get\\_involved](http://www.artists.ca/get_involved)

#### **Vocational Information Centre**

[www.khake.com/page42.html](http://www.khake.com/page42.html)

ESSENTIAL ADVICE FROM THE CAREER CENTRE  
ON FIRST STEPS IN YOUR JOB SEARCH

# INTERNSHIP

And then there were internships. Internships are excellent opportunities to establish professional relationships that can lead to permanent employment. They are similar to volunteering, but often include some form of compensation, whether monetary or not. They are also usually more specific, and can include an application process.



Resources marked with a pointed hand are useful for all disciplines

## Dance



### Cultural Careers Council Ontario

[www.workinculture.ca/apps/index.cfm?fuseaction=job.showVolunteerJobs](http://www.workinculture.ca/apps/index.cfm?fuseaction=job.showVolunteerJobs)

An extremely comprehensive online listing of internships in the cultural sector. When accessing the link, select Internships as the filter.



### Government of Canada

[http://www.pch.gc.ca/special/ycw-jct/html/student\\_info\\_e.htm](http://www.pch.gc.ca/special/ycw-jct/html/student_info_e.htm)

An online application process for students and graduates interested in domestic and international internship opportunities in arts, culture, and heritage.



### Metcalf Foundation

[http://www.metcalffoundation.com/p\\_perf\\_arts.htm](http://www.metcalffoundation.com/p_perf_arts.htm)

An online guide to sponsored internships for administrators, choreographers and production staff.

## **Fine Arts Cultural Studies**

### **Artscape Toronto**

[www.torontoartscape.on.ca](http://www.torontoartscape.on.ca)

A not-for-profit arts organization designed to support the development of Toronto's art community through programs, services, consultation, research and residencies.



### **Emerging Arts Professional Network**

[www.eapnetwork.ca](http://www.eapnetwork.ca)

Online community meant to bring together Canada's community of emerging artists.

### **New Adventures in Sound Art**

[www.naisa.ca](http://www.naisa.ca)

A not-for-profit organization that offers workshops, conferences, and festivals based on sound art and visual media performance.

### **Toronto Star**

[www.thestar.com/generic/article/124827](http://www.thestar.com/generic/article/124827)

A Toronto newspaper, offering quality internships in journalism, photography, reporting, copy editing, and graphic design.

### **Youth Canada**

[www.youth.gc.ca](http://www.youth.gc.ca)

This site offers a list of potential national and international internships.

## Film

### **CBC Innoversity Internships in T.V. and Radio**

[www.innoversity.com](http://www.innoversity.com)

This sounds quite interesting, but the website doesn't look like it's been updated in a few years.

### **CFTPA Mentorship Program**

[www.cftpa.ca/mentorship](http://www.cftpa.ca/mentorship)

This program offers one-on-one training and placements. The CFTPA reports that more than 80% of participants "continue working in the industry following their placements." They encourage you to email [nmp@cftpa.ca](mailto:nmp@cftpa.ca) for updates and more information.

### **National Apprenticeship Training Program**

[www.academy.ca/programs/programs\\_natp.cfm](http://www.academy.ca/programs/programs_natp.cfm)

This program is administered by the Academy of Canadian Cinema & Television. It's not technically an internship program, and it requires an application. To be eligible, you have to be in your final year of your degree. There are 16 positions available for all of Canada.

### **Ontario Internship Program**

[www.internship.gov.on.ca](http://www.internship.gov.on.ca)

Studies students should check this one out. This program is for recently-graduated students who hold a diploma and offers two-year, entry-level paid internships in the Ontario Public Service. There are positions available in communications as well as business management, human resources and other fields. As a communications intern, you could be involved in: promotions and marketing, media relations and event planning, communications planning and writing or new media and creative services. Salaries average around \$41,000.

### **Toronto International Film Festival Group**

[www.tiffg.ca/content/getinvolved](http://www.tiffg.ca/content/getinvolved)

Again, the TIFFG should be the starting point for all studies students. The TIFFG offers several internships in the months that lead up to their various festivals; these are generally long-term volunteer jobs (lasting for a few months), helping with the administration of some of the world's most well-known film festivals. These internships are advertised on their website and in the weekly volunteer newsletter. Shorter-term volunteer opportunities are available, and with every shift completed, you get credit to see free films.

## **Music**

### **American Society of Composers, Authors and Publishers**

[www.ascap.com/jobline/intern.html](http://www.ascap.com/jobline/intern.html)

The ASCAP offers an internship program to learn about the music industry from a “performing right” perspective. There is a great deal of information about their program on their website.

### **Canadian Film and Television Production Association**

[www.cftpa.ca](http://www.cftpa.ca)

This may appeal to those in music production and recording. This National Mentorship Program has placed over 250 interns in jobs across Canada and around the globe. Check out the website for more information on applications.

### **JAZZ.FM91**

[www.jazz.fm/content/view/48/83](http://www.jazz.fm/content/view/48/83)

Jazz FM91 is Canada's premier jazz station and they offer various internships, some more specific than others.

### **Rising Star Internships**

[www.musicians.about.com/gi/dynamic/offsite.htm?site=http%3A%2F%2Fwww.rsinternships.com%2Fmusic.htm](http://www.musicians.about.com/gi/dynamic/offsite.htm?site=http%3A%2F%2Fwww.rsinternships.com%2Fmusic.htm)

This site offers current music internships in various locations. They have postings of the company name, location and duration of the internship.

### **Sony Music**

[www.sonybmg.ca](http://www.sonybmg.ca)

Sony BMG offers internships in different areas of the company. If you go to their site, you can search internships under the “Careers” section. However it's probably best to contact them directly, since the information online is limited.

## Theatre

### **Nightwood Theatre Internships**

[www.nightwoodtheatre.net/index.php/youth\\_programs/internship/](http://www.nightwoodtheatre.net/index.php/youth_programs/internship/)

Directed at young female artists pursuing careers in professional theatre and the performing arts, Nightwood has mentored young women in directing, producing, design, and dramaturgy and welcomed many into the company. They consider themselves a gateway for women entering theatre, and believe that a passion and commitment to the emerging artist can produce the leaders of tomorrow. Individuals who wish to train in their chosen field by interning with a mentor at Nightwood are encouraged to contact them about their residency programs.

## Visual Arts

### **Latitude 53**

[www.latitude53.org/getInvolved/becomeAMember](http://www.latitude53.org/getInvolved/becomeAMember)

Under the “Get Involved” tab you are able to find listings for internships. The organization also has a publication with opportunities for internships in arts writing.

### **The Works Art and Design Festival**

[www.theworks.ab.ca/festivalfolder/education/education.html](http://www.theworks.ab.ca/festivalfolder/education/education.html)

This paid certification program includes two streams, each with three progressive levels, in which you can become certified (subject to successful completion). The Exhibit and Technology stream provides the learner experience in preparation, art handling, planning, install/dismantle. The Curation stream provides the learner experience in curatorial research, registration, reporting, documentation, archiving, communications, curatorial intent, install/dismantle, audience development, and information dissemination. The learner can receive certification in one level each summer.

ESSENTIAL ADVICE FROM THE CAREER CENTRE  
ON FIRST STEPS IN YOUR JOB SEARCH

# NETWORKING



“I’m not a schmoozer.” “I hate groveling.” “It’s so slimy.” Many people object to networking on all of these grounds...but their objections are based on common misconceptions about networking. Many people believe networking is all about acquiring connections, power, and influence in order to ‘pull strings’ that will help get them a job or access to an interesting opportunity. But networking isn’t about faking interest in order to get hired, or pretending to be somebody you aren’t.

Real networking is about building relationships. While networking may ultimately lead to interviews and job offers, the purpose of networking is to get information, advice, and referrals so you can make well-informed decisions about the career path that you’d like to follow, identify opportunities, and communicate your qualifications to potential employers. Not only can this be useful in every stage of your career, it can also be fun and interesting!

Most people, regardless of their position or status, love to talk about their work and give advice to both friends and strangers. If you only ask, you’ll be surprised at how forthcoming people can be about their work, their career path, their organization, their field, and the people in it. Remember, the process of networking is aimed at sharing information. Since you are not asking for a job and thus not putting others in an uncomfortable position of considering you for a job, you will encounter few rejections in the process of networking.



So...who should you approach as part of your networking activities? Anyone! Most people underestimate how much information they can gather from people near at hand. If we all just talked to people around us everyday, very few of us would have to go much further to begin to develop a professional network. Think about the people you see every day - professors, staff, friends, family. If they themselves aren't in your area of interest, they may know somebody who is. All you have to do is ask.

If you aren't able to find specific contacts amongst the people around you, then there are a variety of other ways of finding professionals in your field. Why not attend some professional events, join a professional or arts association, do some volunteer work in your field, or get involved in a club or organization related to your area of interest? Company or organizational research might also help you identify what you're looking for. What positions interest you? Clarify your career goals and build your knowledge about a field or industry, then make a list of people you'd like to talk to in the field. Once you have completed your contact list and company research, call each contact to request Information Interviews.

## **Information Interviews**

Information interviews can be one of the most effective networking techniques for students. They give you first hand information, a personal perspective, advice on how to improve your job search, and a chance to practice your communication/interview skills. Here are a few tips to keep in mind when conducting Information Interviews:

- Never ask for a job. When you do this, you set yourself up to receive rejection. If no job is available, you put the employer in an uncomfortable position of telling you "No."
- Go 'low tech' when arranging appointments: in some cases, a quick phone call can be more efficient than multiple e-mails. Pick up the phone and find time to meet face-to-face. E-mail is excellent when sending documents or directions, but don't overuse it. Remember that relying on electronic communication may hide away your enthusiastic tone of voice and energetic attitude to take action.

- Develop an appealing telephone script. A telephone script is the same as a personal summary, for example:

“Hello, my name is **Joe Brown** and I recently graduated with a degree in **Visual Arts** from York University, specializing in **sculpture**. I really enjoy **learning new skills, manipulating materials and studying 3 Dimensional form** and I really want to start my career in this fascinating field. I am in the process of gathering information on companies such as yours that have **multidisciplinary attitudes** and I believe you’d be a good person to talk with because of your extensive experience. Would I be able to meet with your for about 20 minutes at a time that is convenient for you?”

- Practice, practice, practice! Practice your introduction with your friends, time it, and make sure it’s under fifteen seconds, without rushing it!

Always thank anyone you meet with for taking time out of their schedule and being helpful. Send a thank you note or card as a follow up.

## Networking Resources

### Career Cyberguide:

[www.yorku.ca/careers/cyberguide/networking.htm](http://www.yorku.ca/careers/cyberguide/networking.htm)

View video presentations about networking or download the following documents/work sheets:

- My Network
- Targeted Introduction
- Steps to Information Interviews
- Questions for Information Interviews

### Print Resources:

*Associations Canada* (Directory of Associations with contact information)

*Where to find Those Hidden Jobs* (by Violet Cooper)

*Beyond Traditional Job Development/The Art of Creating Opportunities* (by Denise Bissonette)

### York Career Centre Resources:

The Career Centre offers weekly workshops on Job Search Skills that include a component on networking. You can also book an individual appointment with a Job Search Advisor to prepare a telephone script or personal summary, or to practice your Information Interview questions. The printed resources shown above are available at the Career Centre resource library.

## ESSENTIAL ADVICE FROM THE CAREER CENTRE ON FIRST STEPS IN YOUR JOB SEARCH

# Your Resume

Depending on which side of the desk you're sitting on, a resume has different purposes. For an employer, a resume is a screening tool that helps them quickly narrow down the number of candidates for a particular position and to select the ones who look like they might be a good fit for an interview. For you, a resume is a selling tool. The purpose of your resume is to sell yourself to an employer in order to land an interview. How? By convincing a potential employer that your unique skills, abilities, interests and experience would make you an ideal fit for the position you want.

Even though many jobs today are found through networking, a resume is still a must for any jobseeker. Even if it isn't used that often, putting a resume together helps you to articulate the unique things that make you a valuable catch for an employer - something that will come in handy while you're networking or at a job interview. A good resume should do the following:

- Attract interest so that the employer wants to meet you in person.
- Show a fit between you and the employer.
- Focus on the position you are applying for.
- Be easy to read.

There are dozens of great books out there to assist you in putting together a solid resume in an acceptable format. If you're in a creative field, be sure to ask others in the field how much creativity is acceptable when you put together your resume. The standard advice of keeping your resume 'business-like' may not be appropriate in the field you're interested in, but you need to know what the norm is in advance. What is considered 'creative' in one setting may be considered 'weird' in another. Creative gets the job; weird doesn't!

One of the most effective ways to put together an interesting and creative resume is to use the **STAR method** to highlight your accomplishments (this technique is also great for interviews). While using the STAR method, be sure to use lots of accomplishment and action words. STAR stands for:

- **Situation** (describe an overview or situation that you had to deal with).
- **Task** (what was the duty or responsibility attached to that situation).
- **Action** (what steps did you take to face this situation).
- **Result** (what was the outcome or the result).

The STAR method can be particularly effective if some or most of your experience is not from paid employment. It illustrates different skills you've used in a variety of situations and paints a nice picture for the employer of the type of person you are and how you're able to use your unique abilities in any type of situation.

### Volunteer work

- Clubs or Organizations you've belonged to and contributed to
- Projects completed as part of your coursework that show what you're capable of
- Sports teams
- Student groups
- Personal projects
- Performances
- Awards or Accomplishments
- Professional Associations

Most importantly, you must tailor your resume to each and every position you apply for. Do not write a one-resume-fits-all type of resume. Every job is different and your resume should reflect the ways in which you'll be a great fit for the particular job and/or organization you're applying to. You can use a basic template that you tweak every time, but be sure to make it fit the job.

## Your Cover Letter

Like your resume, your cover letter should be tailored to each and every job you apply for. With cover letters, this is even more important because your cover letter is your first introduction to the employer. It takes the place of an in-person greeting.

How can you make your cover letter personal? Start with addressing the recipient by name. If you don't know the name of the person who will be reading the resumes, call and find out. You'd be surprised how few people do this and how easy it is to get the information. Use the formal "Mr.---" or "Ms.---" even if you know the person's first name. It shows professional respect. If you absolutely can't get the person's name, try "Dear Hiring Committee". It's better than "To Whom it May Concern" which, to many employers, sounds like "I really can't be bothered."



In your opening paragraph, be sure to cover essential details like what position you're applying for, where you found out about the position, and why you would be a good fit for the job. Then give some brief highlights of your skills, abilities, and experience that show how well you fit the position. This can be in the form of a bulleted list or a brief paragraph with some of the key points highlighted. Choose some of the strongest skills from your resume, but don't go overboard. Keep it brief. All you need to do is to capture the reader's attention enough to get them to read your resume. A cover letter should never be longer than a single page—though be sure to use that page to the fullest and use plenty of action and accomplishment words! When you close, thank the reader for considering you for the position, and be sure to provide contact information so they can reach you easily to set up an interview.

Finally, to ensure your cover letter really looks great, compare it to the many excellent examples provided online and in cover letter books. And don't forget to sign it!

### **Career CyberGuide:**

[www.yorku.ca/careers/cyberguide/resume.htm](http://www.yorku.ca/careers/cyberguide/resume.htm)

Here you'll find some video resources regarding resume writing, along with the following downloadable worksheets/documents

- Chronological Resume Sample
- Functional Resume Sample
- Chronological Resume Template
- Functional Resume Template
- Functional List of Action Verbs

[www.yorku.ca/careers/cyberguide/cover\\_letter.htm](http://www.yorku.ca/careers/cyberguide/cover_letter.htm)

Here you'll find some video presentations on cover letters, along with the following downloadable documents/worksheets:

- Cover Letter Template
- Cover Letter Sample

### **Printed Resources:**

*Gallery of Best Resumes* (by David Noble)

*Resume Power* (by Tom Washington)

*Resume Magic* (by Susan Britton Whitcomb)

*The Job Hunter's Word Finder* (by James Bluemond)

*2500 Keywords to Get You Hired* (by Block & Betrus)

### **York University Career Centre Resources:**

All of the above printed resources are available at the Career Centre Resource Library. In addition, weekly workshops are offered on Resume and Cover Letter writing, and appointments are available to see a Job Search Advisor for a resume and cover letter critique.

## ESSENTIAL ADVICE FROM THE CAREER CENTRE ON FIRST STEPS IN YOUR JOB SEARCH

# THE INTERVIEW

The idea of interviews tends to make most people nervous. But there's no need to be! Employers aren't interested in somebody "saying all the right things" or "telling them what they want to hear." Instead, employers want to hear about the real you so they can determine whether or not you'd be a good fit for the job and the organization. Likewise, you're also interviewing the employer. You want to find out if the position is right for you too. Does it match your skills and abilities? Is it interesting? Will it set you on the path you want? Here are a few tips to help you succeed in an interview:

- Relax! Mistakes and nervousness are more likely to happen if you try to be someone you're not.
- Be prepared to talk about your skills and how you've used those skills successfully in the past.
- Be polite and business-like, even if the job is not a "business" position; always dress professionally for the interview no matter how you'll be dressing once you get the job.
- Make sure you have copies of all your paperwork handy (resume, cover letter, etc) even if you've already sent them in advance.
- Try to anticipate some of the questions the interviewer might ask and prepare answers in advance. Then practice your answers prior to the interview.

Also, remember your body language. Even if your answers to the interviewer's questions are great, non-verbal behaviour can send messages to the employer that are just as significant as your verbal answers. Try not to slouch or fidget during the interview (you'll appear bored or distracted if you slouch, and nervous if you fidget), don't cross your arms across your chest (this indicates that you are closed off or angry), and always maintain good eye contact when you answer the questions (it shows courtesy and interest). If you have difficulty with eye contact, look at the bridge of the interviewer's nose or between his/her eyes (s/he won't be able to tell the difference!).

On the day of the interview, you should be sure to check the location of the interview and arrive between 10-15 minutes early. This shows your enthusiasm and allows you some time to get comfortable before the interview begins. Be friendly to everyone you come into contact with because you never know who could be sitting in on your interview or who will be talking with the employer once you leave. When greeted by your interviewer, shake hands. It's good to practice your handshake with a friend before the interview to ensure your handshake doesn't come across as too strong or too weak.

There are several types of interviews and employers will often use a combination of all types:

**Situational:** You're given specific scenarios and asked how you would handle them.

**Behavioural:** You're asked to talk about times you've completed certain tasks or dealt with certain situations in the past.

**Stress:** The employer asks you questions that will throw you off to see how you handle pressure.

**Test:** You're asked to complete knowledge-based questions about particular theories, or to demonstrate a particular skill.

No matter what type of interview questions are asked, remember that it's okay to ask for clarification if you don't understand the question being asked. It's also okay to take a few moments to think about your response before launching into your answer.



The most common type of interview question is the behavioural based question. You can prepare to answer behavioural based questions using the **STAR method** referred to in the resume section, (p. 42).

- **Situation** (describe an overview or situation that you had to deal with).
- **Task** (what was the duty or responsibility attached to that situation).
- **Action** (what steps did you take to face with the situation).
- **Result** (what was the outcome or the result).



At the end of your interview, be prepared for the interviewer to ask you if you have any questions. One of the worst things you can do is to say that you have no questions - this may be perceived as you not really being interested in the position or the company. Therefore, be prepared before you go with a set of questions you may potentially ask. This is your opportunity to find out information about the company, the work environment, expectations, training opportunities and management style - this information may help you make a decision if you are offered a job. Questions you may not want to ask would be those concerning salary, vacation and benefits - these are things you can find out later if you are offered the position.

Finally, don't forget to smile! While preparing for interviews is important, remember to be yourself! Just let the best possible you shine through.

## **Interview Resources**

### **Career CyberGuide**

[www.yorku.ca/careers/cyberguide/interviews.htm](http://www.yorku.ca/careers/cyberguide/interviews.htm)

Watch video presentations about interviewing or download these documents/worksheets:

- Reference List Template
- Preparing a Portfolio
- Asking Good Questions
- Interview Sample Questions

### **Printed Resources:**

*Sweaty Palms: Interview Your Way to Job Success* (by Anthony Medley)

*100 Great Answers to the Toughest Interview Questions* (by Ron Frye)

*Best Answers to the 201 Most Frequently Asked Interview Questions* (by Matthew Deluca)

*Last Minute Interview Tips* (by Brandon Toropov)

*101 Dynamite Questions to Ask at Your Job Interview* (by Richard Fein)

*Creating Your Career Portfolio: At a Glance* (by Anna Graf Williams and Karen J. Hall)

### **York University Career Centre Resources:**

All of the printed resources listed above are available in the Career Centre Resource Library. In addition, the Career Centre offers Interview Skills Workshops weekly, and Practice Interview Sessions (by appointment).

# GRANTS

Needing access to funds in the Arts isn't exactly a 'new' development, and for those who have been in the field for a while, it's pretty much a way of life. If ever you find yourself needing financial support for an artistic endeavour, the following may prove useful. Pay special attention to the statements below: the individuals who composed them have applied, and likely been rejected, for many a grant.

- Have a very clear idea of what the research project is before you start writing grants. In fact, I recommend you write the proposal once you have the idea fleshed out, before you even start looking at funding opportunities. You can then tailor your text for a specific opportunity, and it makes it easier to submit a proposal for the same project to different sponsors. Keep it simple! Make sure that the work you're proposing is focused and can realistically be accomplished within the timeframe. I have never seen reviewers comment that there was too little substance in the proposal, but often see comments that the investigator is trying to do too much. **Elissa Strome, Faculty of Science & Engineering**
- Always read the guidelines thoroughly! Read over all the requirements and components well before you need to submit an application. Foundations and other non-traditional funders often ask for unusual 'extras' that can't be secured at the last minute, such as certificates of insurance coverage, letters of support, financial statements, and ethics approval. Find out about these requirements as early as you can so that you have time to secure them before the deadline. **Andrea England, Director, Research and Partnerships, Faculty of Health.**
  - One of the most helpful things you can do to enhance your funding potential, is to be sure you are providing the funder with the information that will help match your work with their mandate and priority areas. Be sure to apply for funding from sources that are a good fit for your work. Devote some time to making sure that the valuable time and effort spent on the application will benefit the work you really want to do. **Sarah Whitaker, Office of the Vice-President Research & Innovation.**

- Provide a statement summarizing your project at the beginning of the project description. In this statement provide a clear and concise account of what exactly you want to accomplish and how you will do so, how long it will take, and why you are looking for funding support. The budget statement should not contain any surprises. Whatever is on the budget statement should be mentioned and justified in the project description. **Suzanne Jaeger, Faculty of Fine Arts**

## Information on Eligibility Criteria

### Student vs. Professional Artist:

**For the Canada Council, a Professional Artist is:**

**"An artist who:**

- Has specialized training in his or her artistic field (not necessarily obtained in an academic institution);
- Is recognized as such by his or her peers (artists working in the same artistic tradition);
- Is committed to devoting more time to the artistic activity if this becomes financially feasible;
- Has a history of public presentation."

The first few years are critical:

- Complete your training.
- Get as much recognition as possible.
- Build your portfolio.
- Keep track of peer recognition: venues, audience, reviews, etc.

## **Application ABC's:**

### **A) Nitty gritty:**

- Deadlines are NEVER negotiable.
- Note the receiving date vs. the posting date.
- When in doubt, contact Program Officers.

### **B) Offer an artistic vision:**

- Unique: What is your contribution?
- Clear: Avoid vague language.
- Importance: Stress social or artistic significance.
- Scope: International, Canadian or Local?

### **C) Show that you have a specific plan to realize that vision:**

- Demonstrate specific artistic goals.
- Offer a clear production timeline.
- Submit a realistic budget that adds up.

### **D) Show that you are the right person to do it: Include a traditional, short and flawless CV.**

- Use superlatives with moderation.
- Describe achievements in a concrete way, or better, in a measurable way (reviews, audience or visitor attendance, letters of reference, etc.)

### **E) Reapply, reapply, REAPPLY!**

## **Funding Bodies & Programs to Consider:**

### **Alberta Foundation for the Arts**

[www.affta.ab.ca/default.aspx](http://www.affta.ab.ca/default.aspx)

### **Arts Hamilton**

[www.artshamilton.ca](http://www.artshamilton.ca)

### **British Columbia Arts Council**

[www.bcartscouncil.ca](http://www.bcartscouncil.ca)

### **Bravo! Foundation To Assist Canadian Talent**

[www.bravofact.com](http://www.bravofact.com)

### **Canada Arts Council**

[www.canadacouncil.ca](http://www.canadacouncil.ca)

**Canadian Heritage Grants**

[www.pch.gc.ca/ddp-hrd/canada/grnt-eng.cfm](http://www.pch.gc.ca/ddp-hrd/canada/grnt-eng.cfm)

**Council des arts et des lettres Quebec**

[www.calq.gouv.qc.ca/artistes/theatre\\_en.htm](http://www.calq.gouv.qc.ca/artistes/theatre_en.htm)

**Daniel Langlois Foundation**

[www.fondation-langlois.org](http://www.fondation-langlois.org)

**Foundation Assisting Canadian Talent on Recordings**

[www.factor.ca](http://www.factor.ca)

**Harold Greenburg Fund**

[www.astral.com/en/about-astral/the-harold-greenberg-fund](http://www.astral.com/en/about-astral/the-harold-greenberg-fund)

**International Cultural Relations Program**

[www.international.gc.ca/culture/staff-representants.aspx?lang=eng](http://www.international.gc.ca/culture/staff-representants.aspx?lang=eng)

**Manitoba Arts Council**

[www.artscouncil.mb.ca](http://www.artscouncil.mb.ca)

**Mississauga Arts Council**

[www.mississaugaartscouncil.com](http://www.mississaugaartscouncil.com)

**Music and Film in Motion**

[www.musicandfilminmotion.com](http://www.musicandfilminmotion.com)

**New Brunswick Art Board**

[www.artsnb.ca](http://www.artsnb.ca)

**Newfoundland and Labrador Arts Council**

[www.nlac.nf.ca](http://www.nlac.nf.ca)

**Ontario Artist**

[www.ontarioartist.ca](http://www.ontarioartist.ca)

**Ontario Arts Council**

[www.arts.on.ca](http://www.arts.on.ca)

**Ontario Arts Foundation**

[www.ontarioartsfoundation.on.ca/oafsplash/index.htm](http://www.ontarioartsfoundation.on.ca/oafsplash/index.htm)

**Ontario Crafts Council**

[www.craft.on.ca](http://www.craft.on.ca)

**Radio Starmaker Fund**

[www.starmaker.ca](http://www.starmaker.ca)

**Social Sciences And Humanities Research Council of Canada**

[www.sshrc.ca](http://www.sshrc.ca)

**Toronto Arts Council**

[www.torontoartscouncil.org](http://www.torontoartscouncil.org)

ESSENTIAL ADVICE FROM THE CAREER CENTRE  
ON FIRST STEPS IN YOUR JOB SEARCH

# SELF EMPLOYMENT

## **So you're thinking about starting your own business...**

More and more people are considering self-employment as a viable, fulfilling career option. Before you take the leap to launch out on your own, here are some factors to consider:

- What are your own career/life goals, experience, interests, skills, values, lifestyle preferences?
- What are the pros and cons of self-employment, and what impact will they have on you and those important to you?
- What resources/supports will you need and have access to?
- What self-employment options exist, and what ideas do you have for the kind of business you want to start?
- How does one actually start a business?

The following is a list of self-employment resources that might come in handy in your journey towards becoming your own boss:

### **Canadian Youth Business Foundation**

[www.cybf.ca](http://www.cybf.ca)

A not-for-profit organization that provides start-up mentoring, financing and online business resources for youth aged 18-34 to create their own successful businesses.

### **Summer Company**

[www.sbe.gov.on.ca/ontcan/1medt/smallbiz/en/sb\\_ye\\_summerco\\_en.jsp](http://www.sbe.gov.on.ca/ontcan/1medt/smallbiz/en/sb_ye_summerco_en.jsp)

A program designed to help enterprising young people start up and run their own summer business. The program provides the following:

- Up to \$1,500 to help with your business start-up costs.
- An additional \$1,500 in the fall after you successfully complete the Summer Company Program.
- At least 12 hours of business training to get you started.
- An opportunity to meet every two weeks with a business mentoring group.

### **Useful Links:**

[www.canadabusiness.ca/gol/cbec/site.nsf/en/index.html](http://www.canadabusiness.ca/gol/cbec/site.nsf/en/index.html)

Links to fact sheets, guides and government services for Canadian entrepreneurs.

[www.canadaone.com/magazine/loan\\_programs.html](http://www.canadaone.com/magazine/loan_programs.html)

Information about Canadian grant and loan programs for young entrepreneurs.

[www.acecanada.ca](http://www.acecanada.ca)

A national not-for-profit organization that creates partnerships between business and higher education to deliver programming that prepares university and college students to make a meaningful contribution towards a better country, as entrepreneurs and business leaders.

[www.bdc.ca/en/advice\\_centre/tools/Pages/default.aspx](http://www.bdc.ca/en/advice_centre/tools/Pages/default.aspx)

Tips and tools for young entrepreneurs from the Business Development Bank of Canada.

To view the on-line version of the career guide go to [www.finearts.yorku.ca](http://www.finearts.yorku.ca) and click on Student & Academic Services.

## ESSENTIAL WEB SITES:

### **Akimbo**

[www.akimbo.biz](http://www.akimbo.biz)

This site offers local, national, and sometimes international job postings.

### **Alliance for Arts & Culture**

[www.allianceforarts.com](http://www.allianceforarts.com)

Job postings in the Vancouver, British Columbia arts community.

### **Cultural Careers Council Ontario**

[www.workinculture.ca](http://www.workinculture.ca)

An extremely comprehensive online job forum for all careers cultural.

### **National Arts Centre Charity Village**

[www.charityvillage.com](http://www.charityvillage.com)

A site that deals mainly with not-for-profit organizations. This is one of the best sites to look for jobs in the in the Community Arts sector.

### **Cultural Human Resources Council**

[www.culturalhrc.ca](http://www.culturalhrc.ca)

A wonderful site to go to for internships and job postings in the Canadian cultural industry.

### **Culture Canada**

[www.culture-canada.ca](http://www.culture-canada.ca)

Includes a listing of government jobs in Canada's cultural sector.

### **Harbourfront Centre**

[www.harbourfrontcentre.com](http://www.harbourfrontcentre.com)

Check the Harbourfront Centre for fairly regular job postings.

### **The Living Arts Centre**

[www.livingartscentre.ca/homepage](http://www.livingartscentre.ca/homepage)

A cultural centre with employment/volunteer listings and opportunities.

### **Summer Employment Program**

A full list of addresses for the Ministries' Human Resources offices can be found here:

[www.servicecanada.gc.ca/eng/goc/nrc\\_summer\\_employment.shtml](http://www.servicecanada.gc.ca/eng/goc/nrc_summer_employment.shtml)

The provincial government also hires students for summer job placements. You'll be eligible to apply as a current student and for up to six months after your graduation. While the term of this contract would be only for the summer months, the contacts you make and work experience gained in the industry will be invaluable. For these jobs, you will have to send your resume and one-page cover letter directly to the Human Resources Branch of whichever ministry you are applying to.

As a Fine Arts student, you'll probably prefer working with the Ministry of Culture. Its contact information is:

Human Resources Branch  
Ministry of Culture  
400 University Avenue, 2nd Floor  
Toronto M7A 2R9  
(416) 325-6371 Fax