

Publishing Industry Internship Agreement

PARTIES:

1. **Australian Publishers Association Ltd** (ABN 81003985313) Suite 60, Level 3, 89 Jones Street, Ultimo, New South Wales 2007 (the “**APA**”); and
2. **Publishing Company Limited** (ABN nnnnnnnnnnn) Level 2, 159 Church Street, Sydney, New South Wales 2000 (the “**Host**”); and
3. **John Smith** 21 Johns Street, Ultimo, New South Wales 2007 (the “**Intern**”).

BACKGROUND:

The Australian Publishers Association with support from the Copyright Agency Cultural Fund is offering an annual Publishing Industry Internship Program for three years commencing 2014.

The objectives of the program are: -

- to promote the Australian publishing industry as an employer of diverse skills and present opportunities from traditional content creative management to technologically advanced format development and strategic mobile market engagement
- identification of pathways for higher education graduates into the Australian publishing industry
- establishment of a greater connectivity with Universities and recognition of the industry's interest in non-traditional publishing courses
- to raise the awareness of the skills available and needed, to progress the industry's transition to digital publishing
- to advance the sales of Australian published books in all formats across global markets competitively using online environments and guaranteeing high quality creative products.

The internship offer is to those studying for the traditional roles of publishing and editing plus Social Media Marketing, Data Analytics, Supply Chain Logistics, Content Architecture and IT skills for the development/formatting of eBooks and Apps.

Each year of the program six (6) internships are offered. After an applicant review process and of offers to host interns by APA publisher members are considered, the successful interns are advised and subsequently contacted by their host regarding commencement of the internship.

The Publishing Industry Internship Program is a great opportunity for you as an intern to work with and be mentored by talented industry employees. This is a chance to test your skills in the workplace, learn fast and build your knowledge and industry network.

AGREED:

This is not an employment agreement. It is an agreement between the parties about the conditions of the internship.

1. The internship is for a period of six months.

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2. The host will provide the intern with details of the employment package and workplace conditions either as a letter of temporary employment or an employment agreement.
3. Any matters arising during the period of the internship that are workplace related will be addressed in accordance with prevailing workplace rules and related legislative requirements.
4. The host will prepare and develop a mentorship program framework that clearly identifies the types of work and activity that will be provided for the intern, including experiences with a direct relationship to the skills and interests of the Intern.
5. A senior member of the host's staff will be appointed as the mentor to the intern for the duration of the placement. The mentor will provide occasional feedback to the APA on the progress of the program.
6. At the conclusion of the internship the host will provide the APA with a report on the mentorship program including its outcomes and the value of the internship to the organisation.
7. The intern will report to their appointed mentor and diligently apply themselves to the tasks and duties they are assigned whilst acting in an appropriately respectful manner to the host's staff and other business associates.
8. When invited and where practicable, the intern will attend industry events run by the APA and upon request from the APA make brief presentations about their experience in the program.
9. Prior to the final conclusion of the internship the APA will request the intern to provide a report about their experience as an intern, the knowledge gained and their future intentions.
10. At the conclusion of the internship, the intern will be expected to attend an APA Publisher forum and deliver a presentation about their experience.
11. When an appropriate opportunity presents and where practical, the APA will invite the intern to attend various events such as networking events, seminars or workshops.
12. The APA will establish an Intern Community on its website where the intern can exchange ideas and experiences with the other interns during the duration of the program.

Signed by the Intern:

Signed for and on behalf of the Host by its
authorised signatory:

(insert name here)

(insert name and position title here)

Signed for and on behalf of APA by its authorised
signatory:

Michael Gordon-Smith, Chief Executive