

Artspace Aotearoa

Kaiwhakamahiri Pirihi Taiwhenua Curatorial Intern Job Description

Title Curatorial Intern

Reports to Kaitohu Director and Manahautū General Manager

Contract type Fixed term Part-time, 30hrs per week for 10 months
(February – December, 2025)

Remuneration \$31.50 p/h

Place of work Artspace Aotearoa, 292 Karangahape Road, 1010,
Auckland.

Role purpose To develop and deliver a programme for Artspace Aotearoa lower ground floor space, end-to-end, and support operational delivery of the organisation's core programme.

About the role

This internship is designed to provide essential early arts career development through practical experience with the support of Artspace Aotearoa Staff and an external mentor. The Curatorial Intern will deliver a programme in the gallery's lower ground floor space (The Kit), and also support core aspects of Artspace Aotearoa services to the public in the main gallery.

The intern will split their time between these two areas, each week dedicating 15 hours to the programme they have developed and 15 hours to learning within the team and gallery environment.

During the application and interview process the intern will have identified clearly defined areas of focus for the internship and the programme, working closely with team members and an external mentor to develop its implementation.

The Curatorial Intern will develop with management a set of realistic learning

outcomes for their Internship period and their workflow. The Curatorial Intern will be supplied with a budget and guidance from Artspace Aotearoa staff to deliver their programme.

| Key Responsibilities | Deliverables |
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| Develop a programme for public viewing in The Kit. | <ul style="list-style-type: none"> ● Conceptualise and deliver a programme of public outcomes (minimum of four maximum of eight) within budget. ● Develop support material and operational guidelines for the programme suitable to its contents and its audiences. |
| Manage operations of the programme, including budget, production, marketing, gallery upkeep, opening hours etc. | <ul style="list-style-type: none"> ● Liaise with artists, writers, educators, etc towards delivery. ● Develop a budget and maintain expenditure records. ● Work with contributors of the programme to organise schedules. ● Manage production of artworks or events relevant to their programme. ● Deliver communications and engagement plans for the programme. ● Ensure that the space is staffed during opening hours. ● Ensure visitors and stakeholders are welcomed. |
| Contribute to Artspace Aotearoa operations. | <ul style="list-style-type: none"> ● Manage the gallery area when required to do so. ● Welcome visitors and stakeholders. ● Care for and maintain artworks and gallery. ● Participate in tikanga led events. ● Contribute to diversifying and strengthening the organisation's reach and resilience. ● Adhere to financial policies and procedures. ● Adhere to Health and Safety and HR policies |

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| | <ul style="list-style-type: none"> ● Contribute to the delivery of integrated and aligned processes to effectively and sustainably deliver our vision and mission. ● Be available to work onsite during the working week as per the hour allocation of your role (usually Monday to Saturday for 7.5 hours between the hours (9am-6pm) ● Be available to work outside 'normal' hours for programmatic or other requirements with advance notice. ● Represent Artspace Aotearoa in the professional field inside and outside of the gallery. |
| <p>Deliver to learning outcome frameworks and develop relationships with management and mentors.</p> | <ul style="list-style-type: none"> ● Develop and present programme proposals. ● Develop and present programme reports. ● Develop and present self-evaluation and reflection. ● Identify areas of desired learning. ● Build relationship with external mentor and Artspace Aotearoa staff. |

The ideal candidate will have a combination of the following skills at an emerging and developing level:

- A broad knowledge of contemporary art
- A high standard of professionalism
- Experience discussing artworks and/or a comfort expressing ideas
- Good written and verbal communication skills
- General administration skills, such as familiarity with Google docs, Excel
- Willingness to act in a public facing role
- Ability to understand and actualise a brief or strategy
- Experience working with artists, technicians, or creatives
- Understanding of exhibition making and event production

- A basic understanding of install process and how art works are made
- Knowledge of archiving

The ideal candidate will have a combination of the following attributes:

- Keenness to learn
- Confidence to lead a project
- Confidence facilitating public inquiries
- Confidence to handle artwork
- Confidence to interact with stakeholders and experts
- Initiative
- A sense of hospitality
- Capacity to work in small team environment
- Initiative

By the end of the internship the Curatorial Intern will have:

- Delivered a public facing programme
- Designed and tracked a budget
- Designed a communication strategy for their programme
- Practiced communicating ideas and artworks
- Gained experience across core gallery operations
- Have further insight into contemporary art and its sector
- Developed new professional connections

To apply:

Send your curriculum vitae and a one page cover letter clearly expressing your interest in the role, and identifying areas of where you hope to learn to bridget@artspace.org.nz. Applications are accepted in AV format (5 minutes maximum).

If selected to interview applicants will be asked to prepare and present a programme concept. Applications close on Sunday 12 January 2025, with a flexible start date of mid-February.