

# te tuhi

contemporary art

Job Title:	Curatorial Intern
Reporting to:	Executive Director
Location:	Between Te Tuhi sites in Pakuranga and Parnell Train Station with a minimum of 3 days (Thur-Sat) on site at Platform Gallery
Contract:	Fixed term contract January 2020 to June 2021 inclusive (18 months)
Salary:	\$44,000 per annum (tied to the Living Wage)
Hours:	40 hours/week

## Job Description:

Te Tuhi's Curatorial Internship at Platform Gallery offers the opportunity to curate an independent space, developing a programme of exhibitions and events across a fixed period of 18 months. It is intended that this programme will build on Te Tuhi's reputation for innovative and challenging work and will contribute to the contemporary art sector in Tāmaki Makaurau.

## To apply

Please email a CV and cover letter as a single PDF file with your name in the title to [recruitment@tetuhi.org.nz](mailto:recruitment@tetuhi.org.nz) by 5pm, Monday 13 January 2020. Please state how your skills and experience meet the requirements of the person specification and how this role fits in with your current commitments and future plans. If you would like to discuss the role prior to making an application, contact Hiraani Himona on [hiraani@tetuhi.org.nz](mailto:hiraani@tetuhi.org.nz).



## Structure

Over the 18-month Internship period, the Intern has the opportunity to develop an insight into the stages of artistic programming in a significant medium-scale contemporary art gallery, and extend these through an independent curatorial practice within a new experimental space. The flexibility of the programme allows for the Intern to establish their own parameters for exhibition programming, in consultation with the Te Tuhi team.

The Internship comprises an initial one-month research period, during which the successful applicant will develop their programme strategy, in conversation with the Executive Director and Curatorial team. During this time, and throughout the duration of the internship, the Intern is able to access Te Tuhi's wealth of research resources, including the exhibitions archive, library, and databases. This preliminary period is an

integral part of the Internship, and is a crucial time to set objectives for the programme as well as personal and professional goals for the Intern.

The Intern will receive dedicated one-to-one mentoring sessions with the Executive Director and Curatorial team on a regular basis. Under their guidance the Intern will develop a broad set of skills including curatorial practice, programme scheduling, project management, budget management, exhibition design, installation management, art handling and working with artists.

Alongside these sessions, the Intern will participate in Te Tuhi's fortnightly team meetings, and receive additional support from wider staff including the Communications Coordinator and Audience Engagement Assistants. The Intern will be offered guidance on writing for exhibitions, social media strategies, engaging with members of the public, developing and presenting visitor programmes, and managing events.

## Main Responsibilities

### Curation

- To develop and implement a Gallery programme comprising solo and group exhibitions, projects, talks and events; digital content; publications; performance, touring and other associated activity, throughout the programming period.
- To implement the organisation's equal opportunities and cultural diversity policies at all times.

### Programme Management

- To work closely with Te Tuhi's curatorial team on all aspects of exhibition production and administration including:
  - Managing an annual budget
  - Managing an annual programme schedule
  - Managing exhibition design and installation.
  - Managing contractors
  - Project management of special events including exhibition openings.
  - Managing social media for the programme.
  - Documentation of the programme including photography.
  - Preparation of programme reports.

### Marketing, Audience Development and Digital Output

- To write press releases, essays and other material, printed and digital, and circulate.
- To work towards effectively increasing numbers and range of visitors to Platform Gallery, taking part and leading on Gallery tours and other outreach activities.
- To enhance Platform Gallery's digital profile through regular posts on social media and contributing to Te Tuhi's marketing material.
- To produce bespoke content for digital distribution such as podcasts, live broadcasts, downloadable publications and other commissions.

### Contribute to Te Tuhi

- To promote Te Tuhi, and Platform Gallery, at regional and national level, acting as an ambassador for the organisation.

### Person Specification

- Educated to degree level, in a relevant field.
- Have developed personal professional experience/practice
- Experience of organising, producing or delivering events.
- Experience of writing for press/publications/other cultural formats or platforms.
- Excellent awareness and understanding of contemporary visual art and culture and awareness of curatorial strategies.
- Understanding of working with artists.
- Ability to manage projects and oversee their planning and completion in all stages.
- Familiarity with exhibition displays and the ability to source/develop cost-effective solutions while maintaining high standards.
- A hands-on, problem solving and collaborative approach.
- Ability to communicate effectively at all levels and relate to a wide range of people.
- Ability to present information and ideas in a form accessible to a broad audience.
- Experience and understanding of marketing to increase visitors and profile.
- Knowledge of AV and other exhibition equipment.

## Platform Gallery Floorplan

