



MĀORI ARTS INTERNSHIP PROGRAMME

“Developing future leaders within Māori arts infrastructure”

INTERN INFORMATION

WHAT IS THE MAI PROGRAMME?

The Programme aims to develop future Māori arts managers, professionals and producers, support the Māori arts infrastructure, and establish pathways for Māori who wish to embark on a career in the arts.

We have internships available for people who are keen to build administration and management experience. We are now inviting applications from suitably qualified and enthusiastic people who are serious about developing a career in the arts.

BENEFITS TO INTERNS

An internship provides the opportunity to gain valuable experience in a working environment for those aiming to explore or gain the relevant knowledge and skills required to enter a career in the arts.

- Gain valuable work experience which you can add to your CV.
- Apply training and education in a professional work environment.
- Enhance your skills and learn new ones through workplace-based learning.
- Explore a new career path.
- Enhance your career prospects.
- Gain networking opportunities and stay close to the labour market.
- Build your confidence through work experience.
- Access and connection with the Toi Māori Aotearoa networks.
- Support from the Toi Māori office.

CONFIRMED HOST ORGANISATIONS

The confirmed host organisations for the Jan-Jun 2023 intake of the MAI Internship Programme are:

- New Zealand Comedy Trust | Auckland
- Whakatāne Galleries | Whakatāne

IMPORTANT DATES

Applications Close: 31st October 2022 at 5 pm

Interview dates: 22 November 2022 - 25 November 2022* (dates may vary slightly)

Placement Dates: 16 January 2023 – 02 June 2023

***PLEASE NOTE THAT YOU WILL NEED TO ENSURE THAT YOU ARE AVAILABLE DURING THE INTERVIEW DATES AND PLACEMENT DATES.**



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APPLICATIONS AND INFORMATION

Interns must be of Māori descent, have a tertiary qualification and/or minimum of three years continuous experience working in the arts as an artist, producer or administrator. The internships are paid and will run for a maximum of 20 weeks based on 36 working hours per week. The interns will be contracted with Toi Māori Aotearoa on a fixed term employment contract, which will be subject to tax. Interns are expected to set aside time to liaise with an assigned mentor.

Toi Māori Aotearoa will seek placements for interns with arts organisations dependent on each intern’s skills, interests and preference. The actual hours and period of work will be confirmed in conjunction with the host organisation.

WHAT ARE WE LOOKING FOR?

PERSON DESCRIPTION

Personal attributes

- Māori descent
- Basic understanding of Te Reo Māori me ōna Tikanga
- Ability to prioritise and work under pressure, ability to deliver to deadlines
- Accurate and attention to detail, multi-tasker
- Excellent communication skills (written and spoken) in English
- Excellent people and networking skills
- Sound understanding of customer service
- Team spirit
- Enthusiastic, proactive and fast learner

Computer skills

- Good computer skills using standard office software (Excel, Word, Powerpoint, Publisher)
- Experience of working with databases and social media desirable.

Experience/Qualifications

- Tertiary qualification or equivalent training/qualification and/or
- A minimum of three years continuous experience working in the arts as an artist, practitioner or administrator.

HOW DO I APPLY?

To apply please email the following:

- a cover letter telling us what your goals and aspirations for the future are, your iwi affiliation, and your preference for a host organisation*
- your curriculum vitae

Email your application to **Mayet Regala Rigg** at jobvacancies@maoriart.org.nz.

*Please note that the preference you provide will not necessarily guarantee a place at that host organisation, however we will take this into consideration for those who are successful in reaching the shortlist.



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APPLICATIONS CLOSE ON MONDAY 31ST OCTOBER 2022 AT 5PM

For further information, check the **FAQ's** on our website - www.maoriart.org.nz, phone or email Mayet Regala Rigg at 04 801 7914 ext. 701 or jobvacancies@maoriart.org.nz.

ABOUT TOI MĀORI AOTEAROA

Toi Māori Aotearoa - Māori Arts New Zealand is a Charitable Trust and an umbrella organisation that supports the development of contemporary Māori arts.

Based in Wellington, Toi Māori Aotearoa is one of New Zealand's leading creative Māori Arts organisations. Toi Māori Aotearoa annually produces a wide range of events and activities that includes festivals, exhibitions, performances, publications and workshops that relates to a wide spectrum of Māori art forms.

ABOUT CREATIVE NEW ZEALAND

Creative New Zealand is the national arts development agency developing, investing and advocating for the arts. This internship programme is one of the capability-building initiatives offered by Creative New Zealand to help artists and arts practitioners develop professionally, manage their organisations more effectively and develop audiences and markets for their work.