



POSITION DESCRIPTION

Title:	Taurima Artspace Aotearoa Māori Arts Intern
Position:	Artspace Aotearoa Intern
Reporting to:	Ruth Buchanan, Kaitohu Director
Key Relationship/s:	Ruth Buchanan, Bridget Riggir-Cuddy – Manahautū General Manager MAI Programme Manager, Coordinator and Mentor Toi Māori Aotearoa staff
Location:	292 Karangahape Road, Auckland Central, Tāmaki Makaurau Auckland 1010
Purpose of role:	The role of Kaitakatū Tūmatanui Inreach Outreach Intern works across inward and outward facing engagement connecting with key actors in our stakeholder community to deliver accessible, welcoming, and mana-enhancing experiences for our visitors, our artists, and team. This involves public interface, maintaining the gallery area including care and maintenance of artworks and general administrative assistance.
Outcome of the Role:	<p>Through developing clear action lists with the mentor and manager, the intern will contribute to the delivery of a diverse events schedule as part of our core exhibition programme. This will involve liaising with artists and contributors, as well as provision of logistic support such as booking travel and accommodation, and manaakitanga at events. The intern will manage the event's budget with support provided by the intern manager. This position also allows for the intern to develop targeted outreach strategies to various groups with a particular focus on art schools and the evolving volunteers programme.</p> <p>The intern works to grow confident publics who feel enabled to engage with Artspace Aotearoa in a variety of ways. As part of the team, the intern supports our core work to deliver a dynamic, empowering exhibition programme in a safe and professional manner to our diverse publics, affirming the essential role we play in the cultural ecosystem.</p>

A Key Responsibilities to AOTEAROA ARTSPACE:

KEY RESULT AREA	CRITICAL TASKS	KEY PERFORMANCE INDICATORS
Gallery Area Support and Maintenance	Support in the maintenance of the gallery area when required: <ul style="list-style-type: none">• Welcome visitors and stakeholders.• Care for and maintain artworks and gallery space.• Maintain the Reading Room and Publications table.• Process and track sales of publications and other material in the welcome area.	Contributed to the evolving delivery of excellence and manaakitanga in our gallery environment by providing assistance in the gallery area.

Community Engagement	Engage with diverse communities to establish and grow engagement opportunities.	Increase in event attendees and engagement with diverse communities.
Exhibition and event delivery	Work closely with mentor, manager, and team members to develop, deliver and host events programme related to Exhibition's 1 and 2 in 2024.	Support for the events programme team has been provided when required to ensure the exhibitions are well run.
	Develop action plan with manager and mentor: <ul style="list-style-type: none"> • Work with contributors to the programme to organize schedules for events. • Communicate with team about scheduling of events, co-design runsheets for events. • Attend reflection sessions following events. 	Plan and delivery schedule has been coordinated and presented to the team. Attended reflection session following the delivery of events.
Budget management	Manage a co-designed events budget working closely with the Manahautū General Manager. Adhere to the financial policies and procedures.	Ensure events costs are within budget. Present solvent budgets after each event.
Outreach Planning	Develop a minimum of one outreach plan for implementation i.e. event, art school event, volunteers induction session.	One outreach plan has been developed for implementation.
Administration support	Maintain operational systems in consultation with mentor and manager that foster holistic long term operational efficiency and integrated processes:	System is maintained with the support of the mentor and manager.
	Contribute to the development and improvement of processes where required.	Contributed to the improvement of processes, which will be monitored via regular 1:1 sessions.
Attendance and Team Culture	Attend induction process and regular staff meetings.	Attended and actively participated in Weekly 1:1's, weekly all-staff meetings, and vision session. Where action plans are identified, these are delivered in a timely manner.
	Be flexible to work during the scheduled hours negotiated in line with the internship scope (Wednesday-Saturday for 7.5 hours between the hours 8am – 6pm) as well as other organisational requirements as agreed with mentor and manager.	Work on required days and hours within the agreed 36 hours MAI Programme agreement.

	<p>Participate in blessings, artist suppers, powhiri and other kaupapa led events.</p> <p>Be fluid and agile where necessary with cross implementation of tasks to achieve high quality deliverables.</p> <p>Employ a problem-solving approach to challenges with support from appropriate team members or external bodies.</p>	
Artspace Aotearoa Performance Evaluation	Participate in an evaluation conversation at the end of the internship to provide constructive feedback on the internship.	Evaluation conversation takes place at the end of the internship.
Health, Safety and Wellbeing	<p>Comply with the Health & Safety at Work Act 2015 and Artspace Aotearoa's Health & Safety policies and procedures.</p> <p>Comply with all directions and instructions from supervising officers regarding health and safety and COVID-19 compliance procedures.</p> <p>Take all reasonable steps to ensure that in the performance of the duties, any actions taken or omission do not undermine or affect own health and safety or that of any other person.</p>	<p>Health, safety, and wellbeing policies complied and observed at all times.</p> <p>Health and safety common sense is followed, and themselves and others are kept safe.</p>

B. Key Responsibilities to TOI MĀORI AOTEAROA:

KEY RESULT AREA	CRITICAL TASKS	KEY PERFORMANCE INDICATORS
Professional Skill Development Plan and Monitoring	Provide one (1) hour phone call per week with the MAI Programme Mentor.	Timely responses to calls/inquiries by the MAI Programme Mentor regarding the progress of the internship.
	Provide a weekly timesheet and journal to update on weekly personal progress, key learnings, and key challenges during the internship.	Weekly timesheets and journals are submitted to the Programme Manager, Toi Māori Payroll officer, and Programme Coordinator every Friday during the internship.

	Update the Self-assessment and Evaluation forms at regular intervals throughout the internship.	Self-assessment and Evaluation forms are provided to the Programme Manager and Programme Coordinator at the beginning, mid-point, and end of the internship.
MAI Programme Promotion	Support Toi Māori in promoting the MAI Programme by providing an intern profile, images, and a video interview via Toi Māori's digital platforms.	Promotion support is provided within given timeframes set by the Programme Manager and Programme Coordinator throughout the internship.
Reporting	Complete an evaluative feedback survey at the end of the internship period for future MAI Programme improvements.	Evaluative survey is completed at the end of the internship.

Qualifications, skills and experience

- Computer literacy: Microsoft Office software (Excel, Word, Outlook); Google G Suite; Adobe Creative Suite, adept at picking up new systems
- Highly organised with good attention to detail
- A broad knowledge of contemporary art
- A high standard of professionalism, initiative, and attention to detail
- General administration skills
- Emerging professional, academic, or community experience preferred

Personal attributes and behavioural competencies

- Māori descent
- Basic understanding of Te Reo Māori me ona Tikanga
- Empathetic, analytical, and a keen learner
- Ability to prioritise and work under pressure, ability to deliver to deadlines
- Accurate and attention to detail
- Confidence with discussing artworks and willingness to grow handing skills
- Confidence facilitating public inquiries and concerns
- Excellent communication skills (written and spoken) in English
- Excellent interpersonal skills, people orientated with emerging networking skills
- collaborative, enthusiastic, and proactive