



MĀORI ARTS INTERNSHIP PROGRAMME (MAI) 2018

“Developing future leaders within Māori arts infrastructure”

FREQUENTLY ASKED QUESTIONS....

1. What is the Māori Arts Internship Programme?

The programme aims to develop future Māori arts managers, professionals and producers, to support Māori arts infrastructure, and establish pathways for emerging Māori who wish to embark on a career in the arts. We have six internships available for people who are keen to build experience – in the arts area of their choice. We are now inviting applications from suitable NZ based arts organisations to become host organisations for the MAI programme.

2. What is a Host Organisation?

Host Organisation – Organisations providing internship opportunities and participating in the scheme are referred to as ‘Host Organisations’ (HO).

3. What is an Intern?

Intern - A person who is engaged by another person to carry out work or perform any duty or service pursuant to a placement under the Toi Māori Aotearoa, Māori Arts Internship Programme. The individual is deemed not to be an employee of the Host Organisation but will abide by and operate under the Host Organisation normal code of conduct.

4. How long is the placement period for an Intern?

The placement period is for a maximum of 20 weeks fulltime or part time equivalent.

5. Does an Intern get paid?

Yes, an intern will be contracted with Toi Māori Aotearoa on a fixed term contract basis. The stipend payable is up to a maximum of \$15,000 gross which is subject to tax.

6. What type of placement is available?

There are six internship placements available for people who are keen to build experience – in the arts area of their choice.

7. What will an intern be expected to do during their placement?

The Host organisation will provide a job description which outlines the Job/Role, key tasks, required from the position and person specifications.

8. How many hours per week does an Intern have to work?

The intern will be expected to work a maximum of 37.5 hours per week within their Host Organisation premises.

9. How do I apply for an internship?

To apply email a cover letter telling us what your goals and aspirations for the future are and your curriculum vitae to Keriata Royal-Taeao keriata@maoriart.org.nz



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10. How are interns selected?

Interns are selected based on their eligibility in the following areas;

- Interns must have a tertiary qualification and/or
- Minimum of three years continuous experience working in the arts as an artist, producer, or administrator.
- The information that you submit to us in your cover letter and curriculum vitae

Applicants will be shortlisted and the shortlisted applicants will be notified of an interview. Successful applicants will be placed with a Host Organisation

11. What support is offered to the intern?

A mentor will be assigned to each intern for the duration of their placement. The Programme Mentor will have regular contact with each intern. Interns may also contact the Project Mentor as required.

12. What is a mentor?

A mentor is a guide who can help the mentee to find the right direction and who can help them to develop solutions to career issues. Mentors rely upon having had similar experiences to gain an empathy with the mentee and an understanding of their issues. Mentoring provides the mentee with an opportunity to think about career options and progress.

A mentor should help the mentee to believe in his or herself and boost their confidence. A mentor should ask questions and challenge, while providing guidance and encouragement. Mentoring allows the mentee to explore new ideas in confidence.

13. Who will be a mentor?

We will aim to have mentors from the host organisation you are placed in, so that you feel like there is someone within the organisation that is there to help guide you through your internship.

14. How do I apply to be a Host Organisation?

Host organisations need to complete an **Expression of Interest Form (EOI)** and attach a job description for the intern’s position. The job description will outline the job and person specifications.

15. How are Host Organisations selected?

Host organisations are selected based on:

- The intern’s interests and needs
- Information provided in the EOI form

Applicants will be shortlisted (if more than 6 received) and an interview with the programme co-ordinator will be arranged.

Confirmed Host Organisations will need to complete a Letter of Agreement with Toi Māori Aotearoa, which will outline the terms and conditions of the placement prior to it commencing.



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16. What are my responsibilities as a Host Organisation?

To provide a safe, welcoming and meaningful placement for the intern during the placement period. For all other responsibilities refer to the Host organisation information.

17. What if the internship is not working out as I expected?

We encourage both the intern and Host Organisation to have open and honest communication between one another. If an issue or dispute arises we encourage you to discuss with one another in the first instance, and notify the programme manager. If the situation cannot be resolved then the placement will be terminated by mutual agreement with all parties.

18. Who are the people behind the Internship Programme?

Lead Organisation

Toi Māori Aotearoa

Funder

Creative New Zealand

Programme Advisory Group

Helen Bartle, Creative New Zealand

Victoria MacManus

Keriata Royal-Taeao, MAI Programme Manager

Tanea Heke, MAI Programme Mentor

Garry Nicholas, Toi Māori Aotearoa

Programme Mentor

Tanea Heke

Programme Manager

Keriata Royal-Taeao - Toi Māori Aotearoa

19. Who should I contact if I have any queries

Keriata Royal-Taeao

keriata@maoriart.org.nz

P 04 801 7914 ext 707