



MĀORI ARTS INTERNSHIP PROGRAMME (MAI)

“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 two internships available for people who are keen to build administration and management experience. 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?

He Taurima o Toi Māori – Toi Māori Intern

Taurima - care for, foster, adopt.

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 intern will abide by and operate under the Host Organisation’s normal code of conduct. The intern is not an employee of the Host Organisation.

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

The placement period is for a maximum of 20 weeks fulltime.

5. Does an Intern get paid?

Yes, an intern will be contracted with Toi Māori Aotearoa on a fixed term contract basis up to a maximum of \$18,000 gross which is subject to tax.

6. What type of placement is available?

There are **two** internship placements available for people who are keen to build experience in the arts administration.

7. What is expected from the intern during the 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 36 hours per week within their Host Organisation premises and any reasonable locations to which they may be directed from time to time by the host organisation and/or Toi Māori.



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9. How do I apply for an internship?

To apply, email a cover letter telling us your goals and aspirations for the future and indicating the preferred host together with your curriculum vitae to Mayet Regala Rigg at admin@maoriart.org.nz.

10. How are interns selected?

Interns are selected based on the following:

Eligibility

- 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

Personal Attributes

- Māori descent
- Basic understanding of Te Reo Māori me ona 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 Microsoft Office software (Excel, Word, Powerpoint etc)
- Experience of working with databases and social media desirable

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 from the host organisation will be assigned to each intern for the duration of their placement. In addition, the MAI Programme Mentor will have regular contact with each intern. Interns may also contact the MAI Programme Manager during the internship.

12. What is a mentor?

A mentor has prior experience in arts management and will assist the intern resolve new challenges. A mentor supports the intern to bring out the best in themselves and boost their confidence. The mentor may ask questions and challenges while providing guidance and encouragement.

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

Host organisations need to complete an **Expression of Interest Form (EOI)** and attach a job/position description for the intern's position. The position description will outline the role, person specifications, key result area, critical tasks and outcome of the role.



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14. How are Host Organisations selected?

Host organisations are selected based on:

- Meaningful engagement and support for the intern
- Employment pathways and opportunities
- Skill Development Plan
- Information provided in the Expression of Interest to be a host

Applicants will be shortlisted based on the assessment and evaluation by the Programme Advisory Group. An interview will be arranged with shortlisted potential hosts.

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

15. 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.

16. 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 Mentor and Programme Manager. If the situation cannot be resolved, then the placement will be terminated by mutual agreement with all parties.

17. Who are the people behind the Internship Programme?

Lead Organisation

Toi Māori Aotearoa

Funder

Creative New Zealand

Programme Advisory Group

Helen Khoey, Creative New Zealand

Victoria MacManus, Independent Programme Advisor

Tanea Heke, MAI Programme Mentor

Mayet Regala Rigg, MAI Programme Manager

Tamahou Temara, Operations Manager, Toi Māori Aotearoa

Garry Nicholas, General Manager, Toi Māori Aotearoa

Programme Mentor

Tanea Heke

Programme Administrator

Dana Leaming, Toi Māori Aotearoa

Programme Manager

Mayet Regala Rigg, Toi Māori Aotearoa

18. Who should I contact if I have any queries?

Email Mayet Regala Rigg at admin@maoriart.org.nz or phone 04 801 7914 ext 701.