



## MĀORI ARTS INTERNSHIP PROGRAMME (MAI)

*“Developing future leaders within Māori arts infrastructure”*

### FREQUENTLY ASKED QUESTIONS....

#### 1. What is the Māori Arts Internship Programme?

The MAI Programme aims to develop future Māori arts managers, professionals, and producers, to support 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 management and administration experience.

#### 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 to carry out work or perform 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 Organisations’ normal code of conduct. Toi Māori Aotearoa employs the Intern on a fixed-term employment contract and will be on internship placement with the Host Organisation.

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

The placement period is for a maximum of 20 weeks full-time.

#### 5. Does an Intern get paid?

Yes, the Intern will be employed by 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?

The internship placements are available to people who are keen to build experience in arts management and administration.

#### 7. What is expected from the intern during the placement?

The Position Description outlines the job/role, key results area, critical tasks with the key performance indicators 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’s premises and any reasonable locations to which they may be directed from time to time by the host organisation and/or Toi Māori Aotearoa.



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### 9. How do I apply to be an Intern?

To apply, email a cover letter telling us your goals and aspirations for the future, your iwi affiliation(s), and your preferred host together with your curriculum vitae to Mayet Regala Rigg at [jobvacancies@maoriart.org.nz](mailto:jobvacancies@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 of continuous experience working in the arts as an artist, producer, or administrator.
- Not currently employed by the Host Organisation
- 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, Publisher)
- Experience of working with databases and social media desirable

Shortlisted applicants will be notified of an interview. Referee and criminal record checks will be undertaken prior to employment.

### 11. What support is offered to the Intern?

A Mentor from the Host Organisation will be assigned to each Intern for the duration of the placement. The MAI Programme Mentor and MAI Programme Manager will have regular contact with the Intern during the internship.

### 12. What is a Mentor?

A Mentor has prior experience in arts management and will assist the Intern as they undertake new challenges. The Mentor provides guidance and encouragement, supports the intern to bring out the best in themselves and boosts their confidence.

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

Host organisations will have to complete an **Expression of Interest Form (EOI)** and attach a clear job/position description for the Interns' position. The position description will outline the role, person specifications, key results areas, critical tasks, key performance indicators and outcomes of the role.



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### 14. How are Host Organisations selected?

Host organisations are selected based on:

- Meaningful engagement
- Capacity and capability to support the Intern
- Employment pathways and opportunities
- Skill Development Plan
- COVID 19 Risk and Mitigation Plan
- Supporting information provided in the Expression of Interest to be the Host Organisation.

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

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

### 15. What are the responsibilities of the 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 as expected?

We encourage both the Intern and Host Organisation to have open and honest communication with one another. If an issue or dispute arises, we encourage you to discuss it 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

Garry Nicholas, Te Māori Manaaki Taonga Trustee/ Independent Programme Advisor

Tanea Heke, MAI Programme Mentor

Mayet Regala Rigg, MAI Programme Manager

Tamahou Temara, General Manager, Toi Māori Aotearoa

#### Programme Mentor

Tanea Heke

#### Programme Manager

Mayet Regala Rigg, Toi Māori Aotearoa

#### Programme Coordinator

Arawhita Christie, Toi Māori Aotearoa

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

For queries from potential hosts, please email Mayet Regala Rigg at [admin@maoriart.org.nz](mailto:admin@maoriart.org.nz). For potential interns, please send your queries to [jobvacancies@maoriart.org.nz](mailto:jobvacancies@maoriart.org.nz). You can also contact Mayet directly by phone at 04 801 7914 ext 701.