



POSITION DESCRIPTION

Title:	Taurima Whakatāne Galleries – Māori Arts Intern
Position:	Whakatāne Galleries Intern
Reporting to:	Israel Randell, Curator Exhibitions Kaiwhakarite Whakaaturanga Toi
Key Relationship/s:	Exhibitions Preparator Pūkenga Whakaaturanga Toi; Manager Libraries and Galleries Kaiwhakahaere Akoranga Taumano; Manager Museum and Research Kaiwhakahaere Kohikohinga Taonga, Artists and Events team Toi Māori staff
Location:	Te Kōputu a te whanga a Toi, Whakatāne Library and Exhibition Centre, Whakatāne
Purpose of role:	To gain curatorial and project management experience in the arts, through working in a contemporary art space.
Outcome of the Role:	To be confident working in a contemporary gallery setting, contributing within a team to the development and delivery of an exhibition. To have practical skills in handling objects, planning, and hosting events. To feel equipped for making decisions about the next stage of your practice, founded in building, and sustaining relationships with artists and the wider community. To gain experience working in an art gallery in a local government environment.

A. Key Responsibilities to WHAKATĀNE GALLERIES:

KEY RESULT AREA	CRITICAL TASKS	KEY PERFORMANCE INDICATORS
Exhibitions	<p>Work collaboratively with the Curator on exhibition text and gallery collateral</p> <p>Liaise with artists and collectives to create layout of exhibition</p> <p>Accurately receive and receipt incoming and outgoing objects</p> <p>Finds creative, cost effective and eco-conscious solutions to technical display and exhibition design issues</p> <p>Provide excellent administrative support to the Curator Exhibitions</p>	<p>Exhibitions are opened as scheduled and within agreed budgets</p> <p>Artists have engaged with the process in a balanced approach</p> <p>Text and information supporting the exhibitions are displayed as agreed with the artist(s)</p> <p>Creative, cost effective and eco-conscious solutions have been considered, investigated, and applied during the design process.</p> <p>Administrative support provided.</p>
Public Programmes	<p>Undertake planning, preparation, writing, implementation and of engaging public programmes in alignment with current exhibitions.</p>	<p>Public programmes are delivered and are relevant to the audience with positive results and attendance</p>

	Liaise with schools and community groups to secure bookings for the education programme	
Object Handling	Learn museum standard object handling and condition reporting Create mounts and creative solutions for object installation Finds creative, cost effective and eco-conscious solutions to technical display and exhibition design issues Learn care procedures for taonga in collection	Correct care and object handling skills are demonstrated in accordance with recommended museum standards. Display mounts for object installations are completed Creative, cost effective and eco-conscious display solutions are achieved.
Relationship	Learn about local government structures Build relationships with whānau, hapū and iwi partners	Understanding of working in a local government environment is demonstrated. Understanding the value and importance of relationships with whānau, hapū and iwi are demonstrated.
Marketing	Create engaging podcast interviews with artists to support exhibitions Create engaging social media content to support exhibitions	Podcasts and social media content has been created and posted on agreed platforms and sites in the correct format.
Health, Safety and Wellbeing	Comply with the Health & Safety at Work Act 2015 Comply with Health and Safety policies and procedures of the Whakatane Galleries. Comply with all directions and instructions from supervising officers regarding health and safety and COVID-19 compliance procedures.	Health, safety, and wellbeing policies complied and always observed. New Zealand's COVID-19 compliance measures are always observed and adhered to. All reasonable steps and actions have been taken to ensure that in the performance of duties or omissions do not undermine or affect own health and safety or of any other person.

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 (max) phone call per week with the MAI Programme Mentor.	Timely responses to calls and enquiries 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 timesheet and journal are submitted to the Programme Manager, Toi Māori Payroll officer, and Programme Coordinator every Friday during the internship.
	Update the self-assessment forms at regular intervals throughout the internship.	Self-assessment forms are provided to the Programme Manager and Programme Coordinator at the beginning, mid-internship, and end of 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.	Evaluation survey completed at end of internship.

Qualifications, skills and experience

- Good computer skills using standard Microsoft Office software (Excel, Word, Powerpoint, Publisher)
- Event or Arts administration education or experience

Personal attributes and behavioural competencies

- 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