

Supported by

THE MARYLYN MAYO FOUNDATION

In partnership with the Auckland Art Gallery Toi o Tamaki



POSITION DESCRIPTION

Position	Marylyn Mayo Intern	Directorate	Arts, Community and Recreation
Group	Art Gallery	Location	Auckland Art Gallery
Reporting to	Curator of contemporary art	Date	5 August 2009

PRIMARY PURPOSE

To provide curatorial assistance during the development of The 4th Auckland Triennial through research, writing and editing, image research for publication, and online coordination and communications.

POSITION OVERVIEW

This is a fixed term part time position over 6 months from September 2009 to March 2010. In special circumstances, we will consider alternative employment periods within this timeframe.

The intern will be based in the Art and Access division of the Art Gallery.

The Marylyn Mayo intern reports to the curator of contemporary art, and has responsibilities under the direction of the project coordinator exhibitions. They will have close working relationships with the other staff in the relevant department/s to achieve the goals of the project.

There will be external relationships and liaison required to achieve the goals of the project.

The intern should demonstrate :

- Solid understanding of contemporary art language and ideas
- Clear and accurate written skills
- Good communication skills
- Readiness to work with artists and others to achieve the project outcome and the Triennial's brief.
- Interest in innovative interpretation for a range of audiences
- Interest in innovate exhibition practice
- Ability to meet deadlines and work in a team environment
- An interest in developing audiences for contemporary art.
- Some basic practical knowledge of art and installation methods

Desirable skills

- Existing networks within the New Zealand contemporary art community
- Ideally some existing work experience in curatorial practice or exhibition environments.
- Is flexible and self motivated, has a 'can do' approach
- Some knowledge of web communication

DIMENSIONS

Limits of authority No financial authority

Staff No reporting staff

Key areas of impact Art & Access programme department;(curator of contemporary art: project co-ordinator exhibitions; education and public programmes staff; research library; Triennial interns (volunteers) ; Marketing and Communications staff Collection Management staff;

Artists and performers and Triennial venues

Key Result Areas	Accountabilities	Measurement Methods
General Tasks	<ul style="list-style-type: none"> - To assist with the planning and development of the Triennial project by supporting the project's objectives, timeline and review dates. - To identify any training needs and undertake training where necessary - To carry out the project and participate in the work of the Gallery - To work closely with Triennial team to develop and deliver programme - To manage own workload to meet objectives and achieve results within deadlines. - To maintain high professional standards of contemporary exhibition practice - To regularly meet with and maintain good working relationships among the Triennial team, gallery staff, volunteers & external stakeholders. - To write a report on the internship for the Gallery and Dr John Mayo 	<p>Objectives, timeline and review date set and confirmed within 5 working days of starting</p> <p>Training needs identified within 5 working days of starting. Training is undertaken as required</p> <p>Skills and knowledge identified at interview</p> <p>Develop productive working relationships</p> <p>Tasks completed in a timely manner and positive feedback received</p> <p>Demonstrate and develop knowledge of contemporary exhibition practices</p> <p>Positive feedback from professional colleagues</p> <p>Report completed within 10 working days at conclusion of project.</p>

<p>Research and programme tasks</p>	<ul style="list-style-type: none"> - Use library and other resources to research, write and edit artists bios for the catalogue, exhibition guide, web, marketing and media materials - Undertake image research for the catalogue, website and media. - Compile and contribute public programmes and events information for the Triennial web and guide. - Contribute to writing of exhibition signage - Scope and develop material for an audio guide of the exhibition. - Source content for the e-newsletter - Maintain Triennial data base and mailing lists - Liaise with and oversee training and programming of individual artists' projects. - At opening week, aid the Triennial team with installation artist liaison & hosting 	<p>Contribute significantly to the written content of the Triennial catalogue, exhibition guide, web and media & marketing material by developing and maintaining accurate and comprehensive files for Triennial artist files in hard and electronic files.</p> <p>Compile and edit information including CV's, artists' statements, biographical blurb, website links and other relevant information as requested by the curator for Triennial publications and marketing material.</p> <p>Follow up copyright approvals of Triennial images for publications, web and promotion material.</p> <p>Provide accurate information and updates on Triennial public programmes and events in timely manner for the exhibition guide and web</p> <p>Provide written drafts for exhibition signage</p> <p>Research and develop content, delivery and costs for Triennial Audio guides in consultation with Triennial team.</p> <p>Assistance with the bimonthly Triennial e-newsletter</p> <p>Data base and mailing lists are kept up to date and relevant</p> <p>Developed schedule and delivery of training programme for dancers; scheduling of performances for duration of Triennial.</p> <p>Provide support and assistance to the Triennial team during opening week</p>
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<p>Organisational Obligations</p>	<ul style="list-style-type: none"> - To be aware of, and participate in, Auckland City's Equal Employment Opportunities Policies and Programmes. - To demonstrate a commitment to and understanding of the principles of biculturalism as they relate to the Gallery and its programmes. - To promote safe work practices and ensure a safe working environment. - Promotion of activities and initiatives that assist Auckland City achieve its First City of the Pacific 	<p>Participation in relevant initiatives and programmes as required</p> <p>Demonstrate and practice knowledge of biculturalism</p> <p>Ensure compliance with Health and Safety policy</p> <p>Contribute to the reputation of Auckland City Council and the Art Gallery by assisting in the development and presentation of the 4th Auckland Triennial.</p>
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