

Deakin University Art Collection and Galleries

Curatorial Intern

The Deakin University Art Collection and Galleries Unit (AC&G) is delighted to once again join with the Cultural Heritage and Museums Studies course to offer a currently enrolled student the opportunity to work with us as a paid curatorial intern, one day a week, for 16 days, from August to November 2015.

The intern will have the opportunity to work alongside members of the AC&G team in activities such as assisting with collections management and curatorial tasks.

Duties and responsibilities

The intern is responsible (under supervision) for:

- Collection management tasks including artwork provenance research (under guidance).
- Assisting with the installation and organization of exhibitions.
- Working with members of the AC&G team on collection management, exhibition development, curatorial tasks and public programs.
- Supervising gallery exhibitions as required.

Qualifications and experience

- Deakin University Post Graduate coursework students who have completed:
AIM736: Museums Heritage and Society (or equivalent ie. AIM721)
AIM723: Heritage Interpretation.
- Preference is given to those students who have completed:
AIM722: Collections and Curatorship
AIM727: Exhibitions
(In some circumstances these may be undertaken during the internship).
- During the internship the student would benefit from enrolment in:
AIM717: Heritage in the Field
- NOTE: Applicants do not need to have a background or knowledge of the visual arts but an interest in art would be an advantage.

Organisation relationships

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| Reports to: | Manager, Art Collection and Galleries |
| Supervises: | Not applicable |
| Internal contacts: | Curator Art Collection Officer Administration Officer AC&G Academics at Deakin Other Departments |
| External contacts: | Members of general public |

Judgement and decision making

- Guidance and advice are always available during the decision making process.

Accountability and extent of authority

- Ensure that all activities are carried out in a fashion that achieves the longer-term objectives of the AC&G Unit.
- To represent the Unit in a responsible, professional and friendly manner at all times.
- The intern is required to report their activities and liaise regularly with the Manager, Art Collection and Galleries.

Management skills

- Skills in managing time and planning and organising own work and setting priorities.
- Ensure that all programs and activities are completed within agreed time lines.

Interpersonal skills

- Well developed written and oral skills.
- Ability to work independently and as part of a team.
- Ability to discuss and resolve problems at an intra-organisational level
- Confidence to use initiative and seek effective and efficient methods to implement project tasks.
- Commitment to excellence in customer service.

Key Selection Criteria

- Well developed organisational and administrative skills.
- Willingness to learn and work cooperatively alongside members of the AC&G team.
- Effective research skills and well developed interpretation methodology.
- Ability to work well with others and interact effectively, particularly with artists, academics, graduates and AC&G team members.
- Ability to write and plan effectively.
- Confidence to use initiative and to effectively and efficiently implement project tasks.
- Computer skills sufficient to be able to navigate a database and draft documents.

Conditions of employment

The AC&G Unit will employ the curatorial intern for 16 days prior to the end of 2015, with actual days and times of work to be negotiated. The expectation is that the successful applicant will work one full day a week during the period of the internship.

The Intern will be a casual employee employed to deliver a project at HEW 1 which equates \$28.04 per hour. The offer of casual employment will be conditional and subject to completing the necessary reference checks and to the successful applicant meeting the necessary right to work and qualifications checks.

Appointment process

Applications due 15 May 2015.
Applications to be short-listed by 20 May 2015
Interviews to be conducted on 26 May 2015 (TBC)
Successful applicant to commence the internship in T2.

Application procedure

Applications should be addressed to:

Leanne Willis
Manager, Art Collection and Galleries
Deakin University
221 Burwood Highway
Burwood VIC 3125

And submitted via email to artgallery@deakin.edu.au

All applicants are requested to include the following details in their application:

- Covering letter with position title ie. *Deakin University Art Collection and Galleries Curatorial Intern*
- A resume outlining full details of past work experience, including present position held. Qualifications held including date of issue.
- All applicants are required to address the key selection criteria in their application.
- At least two professional referees should be nominated, together with details of their current positions and telephone numbers on which they may be contacted. No contact will be made with these referees without prior approval of the applicant.
- Telephone number for contact to arrange an interview.

For more information

Leanne Willis
Manager, Art Collection and Galleries
Deakin University
T: 03 9244 5344
artgallery@deakin.edu.au

Dr Jonathan Sweet
Senior Lecturer
School of Humanities and Social Sciences

T: 03 9251 7056
jsweet@deakin.edu.au

BACKGROUND INFORMATION

Previous internships

The internship program began in 2011. The successful student in 2011, worked on coordinating an exhibition where twenty-two Deakin visual arts academics developed an original artwork based on a work from the University Art Collection. These were then exhibited the following year in an exhibition titled "*Face to Face*".

Projects in other years have included coordinating a "Call for Expressions of Interest" for postgraduate visual arts students to exhibit the following year in the Deakin University Art Gallery or developing educational materials based on the University sculpture collection as a resource for primary and secondary students.

Each year the internship has a different focus which will be discussed with the successful applicant.

Background- Deakin University Art Collection and Galleries

Deakin University's Art Collection, currently consisting of around 1700 diverse pieces, has been in existence since the University's inception. The works include a fine collection of paintings, ceramics and sculpture and most of the Collection is contemporary in nature (ie the artist is still alive or the work was produced within the past fifty years). The Collection's older works have either been donated to the University or came to the University via its antecedent institutions.

This structured and well balanced Collection represents works of art of excellence and significance by principally Australian contemporary artists, in a wide range of mediums. Maintaining this significant art collection demonstrates the University's interest in the study, patronage and advancement of the visual arts in Australia.

Contemporary sculpture is a key feature of Deakin's art collection and a sculpture walk has been created at the Melbourne Burwood Campus. Unlike many public collections, the vast majority of Deakin's Art Collection is on public display throughout Deakin's four campuses, very little is kept in storage and a few works are on loan to other galleries.

The Art Collection is administered by the AC&G unit. With the aim of expanding and enriching the Collection, potential acquisitions of contemporary importance are examined and appraised for their cultural merit, in accordance with an acquisition policy designed to preserve and enhance the character of this unique repository of works. The Collection also contains works by current and past Deakin staff members and alumni.

The AC&G Unit also administers the Deakin University Art Gallery located at the Melbourne Burwood Campus. The Gallery provides an exciting venue for the University's program of exhibitions and arts events. These include curated exhibitions drawn from the University's art collection, group and solo exhibitions by significant contemporary Australian artists, travelling exhibitions and selected student, staff and alumni work.