

## **NorthSite Gallery Internship Program – POSITION DESCRIPTION**

The Internship Program is aimed young people aged 15 to 25 years old, with a keen interest in arts and culture and a desire to gain experience and work within the arts industry.

Interns are asked to state their area of preference, within the following departments:

### **EXHIBITIONS**

#### **Exhibitions Internship**

This internship offers training for those interested in gaining curatorial experience in a gallery setting, including art-handling. Working with senior management / curatorial staff as their mentor, the Exhibitions Intern will contribute to upcoming exhibitions and other curatorial initiatives in progress and undertake general gallery tasks and administration.

### **PROGRAMS**

#### **Programs Internship**

This internship offers training for those interested in gaining experience in arts education and programs development, in a gallery setting. Working with senior management / programs staff as their mentor, the Programs Intern will assist to deliver and work towards upcoming programs, focusing on educational tours, access, workshops, audience-development and partnerships tasks and administration.

### **RETAIL**

#### **Retail Internship**

This internship offers training for those interested art and design in a retail context. Working with senior administration / retail staff as their mentor, the Retail Intern will undertake tasks predominantly associated with the running of the NorthSite Store, communicating with customers and suppliers and assisting with the daily front-of-house operations.

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## KEY SELECTION CRITERIA

- **PUNCTUALITY, RELIABILITY & COMMITMENT**
- **ABILITY TO PRIORITISE AND MANAGE TIME EFFECTIVELY**
- **TEAM PLAYER**
- **INTEREST IN CONTEMPORARY ARTS AND CULTURE AND THE GALLERY ENVIRONMENT**
- **SOUND COMMUNICATIONS SKILLS AND COMPUTER LITERACY**
- **CREATIVE AND POSITIVE APPROACH TO TASKS**

## HOW TO APPLY:

### THREE QUESTIONS TO ANSWER IN YOUR APPLICATION:

1. WHAT DO YOU HOPE TO GAIN AND ACHIEVE FROM AN INTERNSHIP WITH NORTHSITE CONTEMPORARY ARTS? (200 – 500 WORDS)
2. WHAT ARE YOUR CAREER ASPIRATIONS FOR WORKING IN THE ARTS AND WHY? (200 – 500 WORDS)
3. SHARE YOUR SKILLS AND EXPERIENCE AND STATE WHY YOU WILL BE AN IDEAL CANDIDATE FOR THE INTERNSHIP POSITION. (200 – 500 WORDS)

- Please submit your Curriculum Vitae (CV) or Biography and a Cover Letter addressing the Key Selection Criteria and addressing the 3 questions above. (Remember to provide your contact details and also those of your nominated Referee.)

Essentially, we want you to explain your interest in applying for an internship with one of the departments outlined above, stating your potential contribution to NorthSite and what you aim to gain from the program, as well as your longer-term career aspirations.

- Shortlisted applicants will be contacted for an interview and then Referee checks will occur as.
- Please note that appointment of selected candidates will be subjected to approval from the NorthSite Board of Directors
- Successful applicants may be required to apply for a Blue Card through NorthSite.
  - Submit your application to:  
NorthSite Director, Ashleigh Campbell  
E [hello@northsite.org.au](mailto:hello@northsite.org.au) T +07 4050 9494

Further information:

#### About the program

The NorthSite Gallery Internship Program has received support from Arts Queensland through the Youth and Arts Pathways Program (YAAP). “YAAP is focussed on supporting activities which will target job retention and/or career development for young people aged 15 to 25 working within the Arts and Cultural sector.”

The YAAP program is delivered by Arts Queensland, as part of the \$22.5 million Arts and Cultural Recovery Package. The program will run from December to April 2021 at NorthSite.

#### About the Gallery

NorthSite Contemporary Arts (formerly KickArts) is housed within Bulmba-ja Arts Centre (formerly Centre of Contemporary Arts) in Cairns. NorthSite partners with a range of key stakeholders to champion artists of the North and presents boundary-pushing programs through an experimental ethos relevant to the wider Asia Pacific region.

The not-for-profit arts company works across emerging disciplines and visual art, craft, design, sound, performance & screen media in collaboration with individual artists, Indigenous-led art centres, other galleries, touring bodies and companies to realise a diversity of 30+ exhibitions and programs each year.

With Interns embedded as valued members of NorthSite's production team, the internship program will cover creative and technical areas of gallery management including administration, communications, curatorial production, public programs, exhibition development, writing, retail and front of house operations - working to the successful participant's skills and areas of interest while contributing to the weekly team goals and role requirements.

NorthSite Staff will impart practical skills combined with industry knowledge in situ to build each intern's capacity to undertake future work in the arts. The program will provide interns with valuable experience a greater understanding of the industry and potential roles and responsibilities for a career in the arts.

The Interns will work across key exhibitions, programs and activities presented at NorthSite and in development during the 5-month training program, gaining on-the-job training and building professional skills.

Key Programs delivered during the Internship may include:

- Patricia Piccinini, Curious Affection, a Queensland Art Gallery | Gallery of Modern Art touring exhibition;
- Environmental Programs associated with the Yandell Walton: Shifting Surrounds exhibition and major digital projection-based installations and Call of The Running Tide exhibitions;
- NorthSite Arts Market: Ceramic Edition sponsored by TAFE Far North;
- James Cook University Graduart;
- IndigeDesign Labs in partnership with Ingeous Studios;
- The Hive workshops and Professional Development Series for artists.