

INTERNSHIP APPLICATION INSTRUCTION GUIDE

- Application materials: Applicants must apply in writing and must include a completed Cover Form (provided by the Gallery), a CV, and a cover letter which outlines what they would bring to the role and their areas of interest and expertise. These must align with the vision and mission of the Gallery. Applicants should visit www.adamartgallery.org.nz where they will find information including the Adam Art Gallery vision, mission, exhibition history and information about Victoria University's Art Collection.
- Deadline: Applications should be sent by email to ann.gale@vuw.ac.nz no later than 5pm on 26 July 2021.
- Eligibility: The internship is open to students/graduates of Art History and other relevant disciplines including but not restricted to Museum & Heritage Studies, Fine Arts, Visual and Cultural Studies, etc, and early-career professionals, based in New Zealand.
- Timeline: A short-list will be prepared in the week beginning 26 July. Shortlisted candidates will be invited to write a short submission identifying a project from a list of options they wish to work on and why. This will be due Monday 16 August. We will interview the week of 23 August.
- Hours and duration of internship: This will be based on discussions with the successful candidate, but ideally they will be available between September 2021 and April 2022. Working hours will be negotiated.
- Further advice to applicants: you will be given the opportunity to get properly involved in a project. The project you work on may not be realised in the timeframe of the internship, however you will be acknowledged in published material and if required, will be involved informally in seeing your work through to completion. For example, this may entail editorial feedback on copy provided for wall texts or publications; and/or invitations to speak as part of the public programme. The gallery will provide support by providing feedback and ongoing mentoring and advice.
- The value of being an Adam Art Gallery Intern will be long-term. The intern will become one of a cohort acknowledged on the Gallery's website and connected over time with other alumni. Their work at the gallery will be acknowledged and remembered and can be used for future career development.

Key documents

- 2021 AAG Internship Role Description
- 2021 AAG Internship Application Instruction Guide
- 2021 AAG Internship Cover Form