

# ROLE DESCRIPTION



VICTORIA UNIVERSITY OF  
**WELLINGTON**  
TE HERENGA WAKA

*He kura te tangata*

<b>Position title</b>	Adam Art Gallery Intern
<b>Primary work unit</b>	Adam Art Gallery Te Pātaka Toi
<b>Responsible to</b>	Tina Barton, Director Adam Art Gallery
<b>Responsible for</b>	No direct reports
<b>Position status</b>	Fixed term for six months, part-time
<b>Hours of work</b>	15 hours per week (negotiable)
<b>Salary</b>	\$25 per hour up to 400 hours
<b>Our vision</b>	Victoria University of Wellington will be a world-leading capital city university and one of the great global-civic universities.
<b>Our mission and purpose</b>	Victoria University of Wellington's mission is to undertake excellent research, teaching and public engagement in the service of local, national, regional and global communities.
<b>Our values</b>	Victoria University of Wellington's core ethical values are respect, responsibility, fairness, integrity and empathy. These values are manifested in our commitment to civic engagement, sustainability, inclusivity, equity, diversity and openness. We prize intellectual rigour and independence, academic freedom, critical enquiry and excellence.

## **Te Herenga Waka —Victoria University of Wellington**

**Te Herenga Waka - Victoria University of Wellington** is New Zealand's globally ranked capital city university, focused on engaging with Wellington, New Zealand and the Asia-Pacific region and connecting with the world. The University values the expertise of its staff in supporting and enabling teaching, research and engagement activities.

Victoria University of Wellington is committed to the Treaty of Waitangi. "Mai i te iho ki te pae" is the Māori Strategic Outcomes Framework which is linked to the University's Strategic Plan. Mā te rautaki tātou e koke whakamua (via the strategy we strive to move forward together).

For further information about the University go to <http://www.wgtn.ac.nz>

## **Position purpose**

The Adam Art Gallery (AAG) Internship is a learning opportunity for a recent graduate, postgraduate student, or early-career art professional to work with the Adam Art Gallery team to deliver its collecting, exhibition, public and publications programmes as an introduction to curatorial work within the art gallery sector.

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## **Position location**

The AAG Internship is located within the Adam Art Gallery Te Pātaka Toi. The Adam Art Gallery is the purpose-built art gallery of Victoria University of Wellington. It initiates, produces and presents a highly-regarded programme of exhibitions, events and publications and manages and develops the Victoria University of Wellington Art Collection. Using art and its presentation as a tool of analysis, it contributes to the production of new knowledge and creates opportunities for learning, for the benefit of staff, students and the wider community.

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## **Strategic context**

The Adam Art Gallery has a strategic/operational plan which is aligned to Victoria's Strategic Plan. The AAG Intern will help the Gallery achieve its goals by providing support in the development and delivery of its 2021-22 programme of work. Through our work we produce new knowledge about art and its histories, enhance the student experience, engage with audiences, and contribute to the cultural and creative life of the campus, Wellington city, and beyond.

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## **Key responsibilities**

A work plan will be developed with the successful applicant based on the specific aspect of the Gallery's work best suited to the applicant's interests and abilities. This is likely to entail:

- Research towards an exhibition and associated events that will be realised in 2022 at the Adam Art Gallery.
  - And/or research on collection/research items with the outcome of a collection-based project of some kind.
  - The preparation of writing about artists and artworks which will feed into our website and communications relating to an exhibition, wall texts, publications, etc.
  - Research towards public programmes, such as talks, seminars, screenings, performances or other related events.
  - Liaison with artists, their representatives, other organisations and professional colleagues.
  - Other activities related to the day-to-day work of a busy public art gallery, with the aim of learning about the full range of responsibilities associated with curatorial work (these will range from planning and conceptualising, researching, administrative tasks, attending meetings, public speaking, etc.)
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## **Key relationships**

The AAG Intern will report directly to the Adam Art Gallery Director.

The AAG Intern will develop and maintain excellent working relationships with the Adam Art Gallery team. They will also come into contact with students and staff of relevant programmes including Art History and Museum and Heritage Studies, as well as artists, external stakeholders, etc., as required to perform effectively in the position.

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## Competencies

Competency	Demonstrated by
Client focus	Understands and believes in the importance of client service; listens to and understands the needs of internal and external clients; displays professional, courteous and empathetic approach; considers equity and diversity issues in interactions; meets and exceeds client needs to ensure satisfaction
Self-management	Effectively plans and organises work to achieve desired outcomes; proactive, remains focused, takes action to overcome obstacles and follows through to completion
Integrity	Is fair, open, honest and consistent in behaviour and can be relied upon; is receptive to Māori, Pasifika and multicultural issues; generates confidence in others through professional and ethical behaviour
Innovation	Questions the way things are done; encourages the discussion, free debate and generation of creative ideas and solutions; learns from past mistakes; generates new and creative ideas to improve the status quo
Communication	Clearly and concisely communicates with a wide range of people in all situations, both orally and in writing; effectively listens; understands cultural differences in regard to communication
Analysis and judgement	Identifies and analyses issues and problems, considers alternatives, makes sound decisions and commits to a course of action
Teamwork	Works co-operatively, respects and is open with others in a team-setting in order to achieve results and team goals

### Selection criteria – essential

- A degree in Art History, preferably Honours or above. Other disciplines, including Fine Arts, Museum & Heritage Studies, Cultural and Visual Studies, will be considered.
- An interest in and working knowledge of art galleries and a strong interest in the work they undertake.
- Good communication skills. The applicant must be able to research and write to publication standard. They must also be confident speakers in group and public situations.

### Selection criteria – desirable

- A specific interest in and knowledge of the history or histories of art that align(s) with the Adam Art Gallery's forthcoming programmes and/or its collecting activities.
- Computer skills relevant to art gallery work (Vernon System collection management system, Photoshop, In-design, Wordpress, etc.)
- Ability to work out of hours and on weekends as required.

## Delegations

There are no delegated authorities for this position.