



New Zealand Portrait Gallery Te Pūkenga Whakaata

Liz Stringer Curatorial Internship 2024

Job Description

1. PURPOSE OF POSITION

This will be an opportunity for the curatorial intern to develop their skills and knowledge across the wide range of activities that take place in a busy public art gallery which focuses on presenting a dynamic exhibition programme as well as building up a national collection which explores our national identity through the art of portraiture.

2. POSITION OVERVIEW

This is a fixed-term position for **8 months** to be completed between **May and December 2024**.

The New Zealand Portrait Gallery, Liz Stringer Curatorial intern will:

1. Develop hands-on curatorial, collection and project management skills, as well as an understanding of the roles that public galleries with collections play in the community, and how they go about their work.
2. Develop curatorial skills including exhibition research and artwork selection, interpretation and public programme development.
3. Contribute new perspectives, connections and appreciation of portraiture to the New Zealand Portrait Gallery team and wider community.

The Curatorial intern reports to the Director of the New Zealand Portrait Gallery, and will have a close working relationship with the Gallery's team.

There will also be external working and liaison relationships required with curatorial advisors and collection staff in relevant regional galleries/museums, and with private lenders, to achieve the goals of the project.

Key Result Areas	Accountabilities	Measurement Methods
General Tasks	To identify own skills and knowledge that will contribute to the project.	Skills and knowledge identified at interview.

	To carry out the project and manage own workload to meet objectives and achieve results within deadlines.	Project successfully completed.
	To maintain high professional standards of art gallery/museum practice.	Knowledge of professional art gallery/museum practices demonstrated.
	To regularly meet with and maintain good working relationships among the Gallery staff.	Gallery staff see intern as good to work with.
	To work within the guidelines of the Museums Aotearoa code of ethics for art galleries/museums.	Knowledge of the Museums Aotearoa code of ethics demonstrated.
	To write a report on the internship for the Gallery and the Chair of the New Zealand Portrait Gallery Trust, and Trustee Liz Stinger.	Report completed within 5 working days at conclusion of project.
Project tasks	To assist with the planning and development of the internship project by confirming the project's objectives, timeline and review dates.	Objectives, timeline and review date set and confirmed within 5 working days of starting.
	To maintain and develop effective partnerships with participating collecting institutions and private lenders.	Successful communications, research results and approval of loan requests for selected artworks.
	To provide a list of artworks for the exhibition, complete with title, medium, size, insurance values (if possible) lender's loan conditions and contact details as well as brief notes regarding reason for choice and preference etc.	Spreadsheet of artworks and coinciding images produced as per agreed timeline.
	To document all processes and communications related to the exhibition.	Files are up to date and saved in NZPG's office 365 including loan documentation and lender contact details.
	To conduct research for the exhibition interpretation.	Written information for each work and an exhibition overarching concept essay

		produced as per agreed timeline.
Organisational Obligations	To demonstrate a commitment to and understanding of the principles of biculturalism as they relate to the Gallery and its programmes.	Knowledge of biculturalism and multiculturalism demonstrated in development of exhibition.
	To promote safe work practices and ensure a safe working environment.	The Gallery's Health and Safety Policy is observed.
	Promotion of activities and initiatives that assist the New Zealand Portrait Gallery to achieve its mission.	Contribution made to an exhibition project that enhances and promotes role of the Gallery.

3. WORKING RELATIONSHIPS

INTERNAL RELATIONSHIPS	
Most frequent contacts	Nature or purpose of contact
New Zealand Portrait Gallery Director	Guidance with exhibition development and to reach the New Zealand Portrait Gallery's strategic goals and vision.
New Zealand Portrait Gallery Registrar & Exhibitions Coordinator	Gain knowledge of installation of exhibitions, care and development of collections.
New Zealand Portrait Gallery Audience Engagement Coordinator	Assist with designing an exhibition public programme and visitor experience.

EXTERNAL RELATIONSHIPS	
Most frequent contacts	Nature or purpose of contact
Curatorial mentor.	Guidance with exhibition and concept development.
Colleagues in other participating cultural institutions.	Collaboration and information sharing, ascertaining availability and loan conditions of selected portraits in external collections.
Private Lenders	Ascertaining availability and loan conditions of selected portraits and fostering good relationships and ongoing commitment to the Gallery.

EXTERNAL RELATIONSHIPS	
Most frequent contacts	Nature or purpose of contact
Stakeholders such as key sponsors.	Fostering good relationships and ongoing commitment to the Gallery.

4. QUALIFICATIONS AND EXPERIENCE REQUIREMENTS

FORMAL QUALIFICATIONS/CERTIFICATES	
<p>Essential:</p> <p>Tertiary qualification in art history, museum studies, fine arts or a related subject, or relevant equal experience.</p>	<p>Desirable:</p>
EXPERIENCE/OTHER	
<p>Essential:</p> <p>Enthusiasm for the visual arts and the potential of museums and galleries to enrich people’s lives.</p> <p>Curatorial interest and/or experience.</p> <p>Knowledge of New Zealand’s art scene, artists and arts institutions. In particular, an interest in New Zealand portraiture art.</p> <p>Ability to work as part of a close-knit and collaborative team.</p> <p>Comfortable using common computer programmes/email.</p>	<p>Desirable:</p> <p>Experience working or volunteering in a cultural institution.</p> <p>Experience communicating to a variety of audiences.</p> <p>Openness to the needs, expectations and values of artists.</p> <p>Openness to the needs, expectations and values of visitors.</p>