

# TeTuhi

## Position description

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|-----------------|--|
| Title:          | Curatorial Intern  |
| Responsible to: | Executive Director   |
| Hours:          | Full-time, 40 hours p/w  |
| Dates:          | July 2022 to December 2023 inclusive   |
| Location:       | Between Te Tuhi sites in Pakuranga and Parnell Station, being present at Parnell a minimum of 3 days (Thur-Sat) during exhibitions to open the gallery |
| Salary:         | \$52,000 per annum x 18 months   |

## About the role

Te Tuhi's Curatorial Internship at Parnell Project Space offers the opportunity to curate an independent space. The Intern will develop a programme of exhibitions and events across a fixed period of 18 months, building on a strong reputation for innovative and challenging work and contributing significantly to the contemporary art sector in Tāmaki Makaurau.

The Internship comprises an initial three-month research period, during which the successful applicant develops their programme strategy, in conversation with the Artistic Director and Curatorial team. This is an integral part of the Internship and a crucial time to set objectives for the programme.

The Intern works closely with the Te Tuhi team to deliver the programme and additional activities, meeting regularly with the Curatorial team and attending full staff meetings.

The Intern will receive mentoring and support from the Te Tuhi team, in particular:

- Executive Director: programme scheduling, budget management, project management
- Artistic Director and Programme Curators: curatorial practice
- Programme Manager: exhibition design, installation management, art handling, working with artists
- Marketing & Communications Coordinator: writing for exhibitions, social media strategies
- Audience Engagement Assistants: interacting with members of the public, developing and presenting visitor programmes, managing events

## To apply

Please email a CV and cover letter as a single PDF file with your name in the title to [recruitment@tetuhi.art](mailto:recruitment@tetuhi.art) by **9am, Monday 30 May 2022**. In your application, please outline how your skills and experience meet the requirements of the position description and how your experience will support your success in this role.

All applicants will be notified about the status of their application. Interviews will be held on Tuesday 14 June 2022.

Applicants must have the legal right to work in Aotearoa New Zealand. If you would like to discuss the role prior to making an application, please contact Executive Director Hiraani Himona at [hiraani@tetuhi.art](mailto:hiraani@tetuhi.art).

Te Tuhi is an Equal Employment Opportunities (EEO) employer. We are committed to Te Tiriti o Waitangi and to equity.

### About Te Tuhi

Opened in 1974, Te Tuhi is one of Aotearoa New Zealand's foremost contemporary art spaces and a leader in supporting experimental practice. Te Tuhi is committed to contemporary art that is locally engaged, regionally responsive and internationally ambitious, with a strong awareness of social, political and environmental issues. The gallery's emphasis is on presenting new work by Aotearoa and international artists. Our exhibitions are free and open to all.

Te Tuhi is an independent charitable trust, receiving approximately 45% of its funding from Auckland Council and proactively raising the remaining funds from grants, donations and commercial activities.

Te Tuhi serves a vibrant and diverse community with annual visitation upwards of 150,000. Alongside the exhibition programme, Te Tuhi offers participation and engagement programmes, providing a range of experiences for schools, local residents and community groups.

Te Tuhi also hosts many independent groups and classes, attracting audiences of all ages, and accommodates private functions in a thriving venue hire business.

### About Parnell Project Space

Parnell Project Space is an exhibition, performance and event space located on the platform at Parnell Station, Tāmaki Makaurau. It is part of Te Tuhi at Parnell Station, which also incorporates Te Tuhi Studios. Parnell Project Space engages with contemporary curators and artists who have an interest in experimental and social practices, providing an environment in which artists and curators can develop their practices and expand their networks.

## Role description and responsibilities

### Curation

- Develop and implement a complete gallery programme comprising solo and group exhibitions, projects, talks and events; digital content; publications; and performance, touring and other associated activity throughout the 15-month programming period
- Implement the organisation's equal opportunities and cultural diversity policies at all times

### Programme management

- Work closely with Te Tuhi's curatorial team on all aspects of exhibition production and administration including:
  - Managing an annual budget
  - Managing an annual programme schedule
  - Managing exhibition design and installation
  - Managing contractors
  - Project management of special events including exhibition openings
  - Managing social media for the programme
  - Documenting the programme, including photography
  - Preparing programme reports

### Marketing, audience development and digital output

- Write press releases, essays and other material, printed and digital, and circulate
- Work towards effectively increasing numbers and range of visitors to Parnell Project Space, taking part in and leading on gallery tours and other outreach activities
- Enhance Parnell Project Space's digital profile through regular posts on social media and contribute to Te Tuhi's marketing material
- Produce bespoke content for digital distribution such as podcasts, live broadcasts, downloadable publications and other commissions

### Contribute to Te Tuhi

- Promote Te Tuhi, and Parnell Project Space, at a regional and national level, acting as an ambassador for the organisation

## Person specification

### Knowledge and experience

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|---|-----------|
| Educated to degree level, must be out of formal education for at least 24 months (having developed personal professional experience/practice) | Essential |
| Experience in organising, producing or delivering events  | Desirable |
| Experience in writing for press/publications/other cultural formats or platforms  | Desirable |
| Experience in and understanding of marketing to increase visitors and profile   | Desirable |

### Role-specific competencies

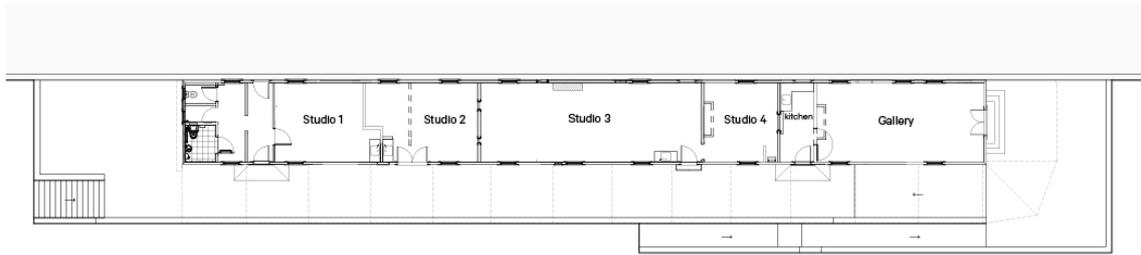
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| Excellent awareness and understanding of contemporary visual art and culture and awareness of curatorial strategies              | Essential |
| Understanding of working with artists  | Essential |
| Ability to manage projects and oversee their planning and completion in all stages   | Essential |
| Familiarity with exhibition displays and the ability to source/develop cost-effective solutions while maintaining high standards | Desirable |
| Essential knowledge of AV and other exhibition equipment   | Desirable |
| Technical competency and experience in installing exhibitions  | Essential |

### General competencies

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|---|-----------|
| A hands-on, problem-solving and collaborative approach                                | Essential |
| Ability to communicate effectively at all levels and relate to a wide range of people | Essential |
| Ability to present information and ideas in a form accessible to a broad audience     | Essential |



### Te Tuhi at Parnell floorplan



### Parnell Project Space floorplan

