

TeTuhi

Position description

Job title:	Curatorial Intern
Reporting to:	Exhibition Programme Manager
Location:	Between Te Tuhi sites in Pakuranga, Howick and Parnell Station
Dates:	12 months between April 2024 and March 2025
Salary:	\$62,400 per annum x 12 months
Hours:	Full-time, 40 hours p/w

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 12 months, building on a strong reputation for innovative and challenging work and contributing significantly to the contemporary art sector in Tāmaki Makaurau.

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
- Exhibition Programme Manager: curatorial practice, exhibition design, installation management, art handling, working with artists
- International Director: curatorial practice
- Marketing & Communications team: 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 by **9am Tuesday 30 January 2024**. 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 Friday 9 February 2024.

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.

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 & 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.
- 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 & 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

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

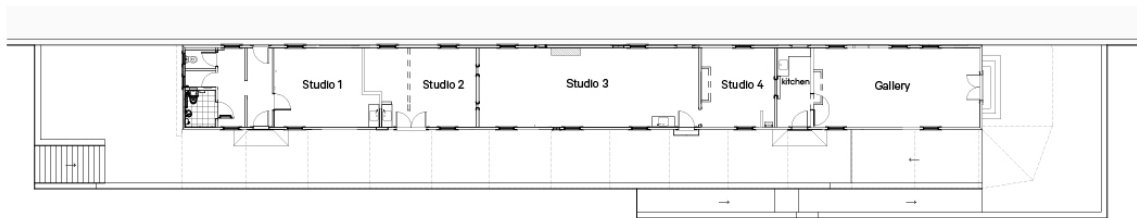
Excellent awareness and understanding of contemporary visual art and culture and awareness of curatorial strategies	Essential
Understanding of working with artists	Essential
Ability to manage projects and oversee their planning and completion in all stages	Essential
Familiarity with exhibition displays 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

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

