

Curatorial Internship | Te Tuhi

A full time, 18-month, paid curatorial internship to research and deliver a programme in a dedicated art project space.

Position Description

Title:	Curatorial Intern
Reports to:	Curator
Contract:	Fixed term 18 months
Hours:	Full-time, 40 hours per week. Must be available for flexible hours including weekends. Part-time and flexible working arrangements are possible.
Salary:	\$62,400 per annum x 18 months
Place of work:	Between Te Tuhi sites in Pakuranga and Parnell Station

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 Curatorial team. This is an integral part of the Internship and a crucial time to set objectives for the programme.



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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 Friday 11 April 2025.

In your letter, please outline how your skills and experience meet the requirements of the position description and your motivation for applying for this role. If you are applying for a part time position, please explain how this fits with your other commitments and plans.

All applicants will be notified about the status of their application.

Applicants must have the legal right to work in Aotearoa New Zealand. Applications submitted through recruitment websites will not be considered. Appointments are subject to a satisfactory police vetting report.

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.

Thank you for your interest in Te Tuhi. We look forward to receiving your application.



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Main 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

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Candidate skills and experience

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
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
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

General competencies

Highly organised with the ability to implement good operational systems and to plan, organise, schedule and budget in an efficient, productive manner.	Essential
Demonstrates honesty and integrity, earning trust and maintaining confidence.	Essential
Demonstrates ability to quickly and proficiently understand and absorb new information.	Essential
Exceptional attention to detail, not letting important details slip through the cracks.	Essential
Proactive and persistent, bringing new ideas to the gallery and demonstrating tenacity and willingness to go the distance.	Essential
Flexible and adaptable, able to adjust quickly to changing priorities and cope with complexity and change.	Essential
Enthusiastic, with a can-do attitude.	Essential
Hardworking, with high standards of personal performance.	Essential

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About Te Tuhi

Te Tuhi is a leading platform for contemporary art in Aotearoa New Zealand, with a programme consciously and continually shaped towards rigorous, adventurous and socially engaged artistic experimentation. Te Tuhi's primary focus is on commissioning both national and international artists to make new work by creating stimulating contexts for artists to respond to and work within.

Te Tuhi presents work in its galleries in Pakuranga and Parnell, around Auckland and Aotearoa, internationally and online. Te Tuhi offers artists and curators opportunities to develop their practice through studios, awards, residencies and internships both in Aotearoa and overseas. Integrated with its exhibitions, Te Tuhi provides public programmes for general audiences and for schools.

Te Tuhi has been embedded in its local community for 50 years, delivering arts and cultural experiences for schools, young people, community groups and people of all backgrounds and ages. Arts Out East is Te Tuhi's community arts brokering programme for the Howick Local Board area in East Auckland. Te Tuhi operates O Wairoa Marae, an urban marae in Howick. Te Tuhi Café is Aotearoa's first training café for people with intellectual disabilities, and Te Taiwhanga Taiohi is East Auckland's Youth Space in Botany Town Centre. Te Tuhi's building in Pakuranga also hosts a vast range of independent community groups.

Te Tuhi is an independent charitable trust supported by Auckland Council and the Contemporary Art Foundation.

About the internship

With a strategic focus on supporting curatorial research that is locally engaged, regionally responsive and internationally ambitious, Te Tuhi is committed to developing the curatorial capacity within Aotearoa to engage with the global conversation in contemporary art. Te Tuhi actively seeks to encourage and provide opportunities for the development of New Zealand curators at all stages of their careers.

Te Tuhi's Curatorial Internship at Parnell Station Gallery is a unique opportunity for an emerging professional to engage in supported and sustained research and curatorial experimentation in the field of contemporary art. This pioneering model provides a major platform for curatorial development, benefiting from Te Tuhi's reputation as an experimental, artist-focussed institution known for nurturing, showcasing and reimagining visual arts practice.

The Internship offers the opportunity for someone to curate this independent space, developing a programme of exhibitions and events across a period of 18 months, including an initial 3-month research period.

The Intern is professionally invested in Te Tuhi as a member of staff, and draws from the resources of the organisation, including its staff, archives, education projects, partnerships and community of artists.

The 2025-26 Curatorial Intern will be the fourth person to take this role.

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This internship gives an individual arts practitioner, the curatorial intern, a significant opportunity to develop their skills and knowledge of curatorial practice and exhibition making to further their curatorial career, significantly improving the quality of their work through a sustained programme of curating and exhibition making over 18 months. They will learn from best practice at Te Tuhi, ensuring their practice is relevant to NZ and International audiences and supporting their future career.

It also provides significant opportunities for them to showcase their work to audiences, develop relationships and connections that will provide diverse sources of support in the future. The independent project space at Parnell gives the curatorial intern the opportunity to develop and present new work by diverse artists and the location, in a public train station, removes barriers to access for audiences who are not comfortable in traditional public galleries.

About Parnell Project Space

Parnell Project Space is an art space which is part of Te Tuhi's Studio complex, within the station building on the platform at Parnell Train Station. Located in the heart of Parnell, an inner Auckland City suburb, the studio and gallery complex has easy access to public transport through the rail and bus network. (Images and floor plans are attached).

About the Programme

The use of the project space at Parnell gives the curatorial intern a dedicated gallery where they are encouraged to take risks and actively investigate new ways of working. They are encouraged to develop their own curatorial practice rather than to present work that aligns with an institutional framework.

The Curatorial Intern will deliver a programme that might include solo and group exhibitions, projects, talks and events; digital content; publications; performance, touring and other associated activity. It is expected that they will deliver approximately 8 projects over the duration of the internship, working with approximately 16 artists, all of whom will have the opportunity to create innovative work that excites, challenges, inspires and resonates with audiences.

The Intern will be mentored, guided and supported by Te Tuhi's curatorial team to deliver a programme that is in line with Te Tuhi's curatorial strategy. However, Parnell Station Gallery will operate outside of Te Tuhi's core exhibition programme, allowing the intern a large measure of curatorial autonomy.

The Internship comprises an initial three-month long research period, during which the successful applicant, with the Te Tuhi team, will develop their programme strategy. This is an integral part of the Internship and a crucial time to set objectives for the programme.

The internship is a learning opportunity within an established team, and the intern will be provided with all the support needed to make the most of this experience. The intern will shadow the curatorial team at Te Tuhi, reporting to the Curator and working closely with the Executive Director, Exhibition Programme Manager, International Programme Manager, and Programme & Communications Coordinators. They will gain experience on all areas relating to the development and presentation of exhibitions, public programmes and events including hands-on curatorial and project management skills.

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

- Executive Director: programme planning and scheduling, budget management, project management, relationship management

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- Pou Arahi: cultural competency & support
- Curator and International programme Director: curatorial practice development
- Exhibition Programme Manager: exhibition design, installation management, art handling, working with artists
- Communications Coordinators: writing for exhibitions, audience engagement, print, digital & social media strategies
- Audience Engagement Assistants: interacting with members of the public, developing and presenting visitor programmes, managing events, manākitanga.

Following the research period the intern will work closely with the Curatorial Team to deliver their programme and additional activities, meeting regularly with the individual members of the team and attending full team meetings. They will gain experience in all aspects of exhibition making, from curatorial research to working with artists, exhibition design and delivery, promotion and audience engagement.

A key part of the position is marketing and audience development. This includes working to increase numbers and range of visitors to Parnell Station Gallery, presenting to stakeholders & audiences, and other outreach activities., and enhancing Parnell Station Gallery's profile through regular posts on social media.

During the internship they will develop their knowledge of New Zealand and international contemporary art and curatorial practices that engage with local, national and global conversations. They will be fully engaged with all aspects of Te Tuhi's work, gaining an understanding of the roles public galleries play in the sector and the wider community. In addition to the exhibition programme they will have an opportunity to get an in-depth understanding of the organisation by attending full team meetings and working on other projects in areas that are of interest such as education, interpretation, and publicity.

They will also make a significant contribution to Te Tuhi, bringing new perspectives, connections and knowledge to the team. They will have the opportunity to use Te Tuhi's exhibition archive as a research tool, and as such will contribute to a better understanding of the organisations impact on the arts sector in Aotearoa.

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