



POSITION DESCRIPTION

- Position:** Enjoy Toi Māori Education and Audience Intern
- Reporting to:** Enjoy Manager/Curator
- Key Relationship/s:** Enjoy Staff
Enjoy Assistant Mentor
Enjoy volunteers and Interns
Education Providers/Students/Artists
Gallery visitors
Maori and Visual arts community
Toi Māori officers and staff
- Location:** Wellington
- Purpose of role:** Responsible for a range of high quality support for the development and implementation of education programmes, exhibitions and audience development initiatives.
- Outcome:** The Enjoy Intern will gain understanding and hands on experience in the engagement with communities through the development and implementation of education and outreach programmes alongside exhibitions and other gallery programming.

A. Key Responsibilities to Enjoy Public Art Gallery:

KEY RESULT AREA	CRITICAL TASKS	KEY PERFORMANCE INDICATORS
Education and Creative Programme	Research, develop and deliver public learning and engagement opportunities for Enjoy audiences.	Engagement opportunities developed for Enjoy audiences.
	Conduct research towards Enjoy's commissioning of a new public-facing artwork by a tangata whenua artist, with support from Enjoy's Manager/Curator and Assistant Mentor.	A public artwork is commissioned for Enjoy's new building and the Intern develops a relationship with the artist.
	Liaise with and manage relationships with artists, speakers, and guests to education programmes.	Communication with artists, speakers and guests is effective, accurate and timely.

	Develop activity sheets and interpretative materials for Enjoy exhibitions.	Activity sheets and materials prepared and made available for Enjoy exhibitions.
	Present exhibition tours	Exhibition tours runs smoothly and professionally, audiences have opportunities to engage and participate.
	Present school group tours	School group tours runs smoothly and professionally, school groups have opportunities to engage and participate.
Audience Development	Proactively engage with new and existing audiences	Relationships with new audiences created and existing audiences maintained.
	Develop and implement outreach strategies and relationships with schools, tertiary groups, community and Māori-led organisations	Outreach strategies implemented and key relationships established.
	Develop and maintain a database of Māori artists, educators and other contacts for outreach purposes	Records and information databases are available for future use and maintained accurately.
Administration Support and Teamwork	Maintain a tidy and efficient office and gallery environment with other team members.	Workstation and other areas are kept tidy.
	Undertake other duties that may be reasonably required as part of the Enjoy team, including attending staff meetings and providing cover and support when required.	Ready to take on duties and support is provided when required.
	Host gallery visitors to a high standard as required, with support from Enjoy's staff and volunteers	Gallery visitors are well looked after and feel welcomed.
Health, Safety and Wellbeing	Comply with the Health & Safety at Work Act 2015 and Enjoy procedures.	Health, safety and wellbeing policies complied and observed at all times.
	Comply with all directions and instructions from supervising officers regarding health and safety.	

	Take all reasonable steps to ensure that in the performance of the duties, any actions taken or omission do not undermine or affect own health and safety or of any other person.	
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B. Key Responsibilities to Toi Māori Aotearoa:

KEY RESULT AREA	CRITICAL TASKS	KEY PERFORMANCE INDICATORS
Professional Skill Development Plan and Monitoring	Provide one (1) hour (max) phone call per week with MAI Programme Mentor	Timely responses to inquiries/calls by Programme Mentor in regards to the progress of the Internship.
	Provide regular journal to update on personal progress of the internship, records of key learnings and key challenges per week.	Weekly journal submitted to the Programme Mentor and Programme Manager every Friday during the internship.
	Update the self-assessment form at regular intervals throughout the internship.	Self-assessment form provided to the Programme Mentor and Programme Manager at the beginning, mid-internship and end of internship.
	Complete an evaluative survey at the end of the internship (including feedback for the future)	Evaluative survey completed at end of internship.

Key Skills and Experience:

Essential

- A passion for communicating the value of contemporary art to Māori audiences
- A well-developed interest in and engagement with contemporary art
- A relevant tertiary qualification in fine arts, museum studies, education, art history or another relevant field or three years continuous experience working in the arts as an artist, producer or administrator
- The ability to align contemporary art with te ao Māori concepts
- Experience developing and managing artistic, educational or community projects
- The ability to think critically and creatively, and to problem-solve
- Excellent written and oral communication skills
- Excellent interpersonal skills

- The ability to manage other contributors to projects, including artists, speakers, and volunteers
- Excellent time management and an ability to plan ahead to execute tasks within sometimes tight timeframes
- Excellent self-motivation and organisation
- The ability to work both autonomously, and as part of a small, energetic and committed team
- IT and administrative skills, including Microsoft Office suite

Desirable

- Experience working with young people aged 15-25
- Knowledge of Adobe Creative Suite
- Experience managing small-scale public events and/or workshops