Creative Industries Placement - Internship Position Description

This form is to register your interest with the QUT Creative Industries Work Integrated Learning (WIL) Program.  
**Note:** The internship position description will only be available to QUT students enrolled in the Creative Industries WIL program.

<table>
<thead>
<tr>
<th>Organisation name</th>
<th>QUT Precincts</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABN or Business Number</td>
<td>83 791 724 622</td>
</tr>
<tr>
<td>Placement Street Address</td>
<td>QUT Art Museum and the William Robinson Gallery</td>
</tr>
<tr>
<td>City/Suburb</td>
<td>Brisbane</td>
</tr>
</tbody>
</table>
| Mailing Address (if different to above) | Megan Williams  
Public Programs Curator  
QUT Precincts  
GPO Box 2434 |
| City/Suburb | Brisbane |
| Contact Name * | Megan Williams |
| Position/Division | Public Programs Curator |
| Email * | m6.williams@qut.edu.au |
| Phone | 3138 1384 |
| Mobile | |
| Website | www.artmuseum.qut.edu.au  
www.qoh.qut.edu.au/wrgallery |
| Number of positions | Up to 4 per year |
| Title / Description | About the internship  
Internships are open to students currently enrolled in undergraduate or postgraduate studies at Queensland University of Technology in an appropriate field. The QUT Precincts internship program is highly respected within the broader arts community as candidates leave with up to date knowledge of best practice in the sector. Graduates of this program have gone on to work in professional positions in institutions such as art museums and galleries nationally and internationally. Internships are task based with the candidate providing assistance to Museum and Gallery staff across both sites (QUT Art Museum and William Robinson Gallery) and across the following areas:  
Public Programs and Education  
Public programs are designed to complement the annual exhibition program at QUT Art Museum and the William Robinson Gallery as well as engaging the community in activities that stimulate and broaden interest and understanding of creative works and their environment across the creative industries. Programs range from lectures by high profile national and international guests, informal floor talks by artists, curators, and arts workers, to industry-based information sessions. Our education programming is focused on, but not exclusive to, the secondary and tertiary education sector. Programs take the form of guided tours and lectures, hands on workshops and are supported by a variety of resources produced to complement learning.  
You will complete your internship with an understanding, appreciation and skills relating to:  
- The important role public and education programming plays in the sector;  
- The process of planning, implementing and delivering public and education programs;  
- Communicating confidently and building meaningful relationships with artists, industry professionals, stakeholders and the general public;  
- Communicating clearly with diverse audiences to facilitate learning. |
Discipline areas requested

☐ media & communication (includes advertising and PR)
☐ journalism
☐ film, tv and animation
☒ fashion
☐ music
☐ performance/drama
☐ entertainment industries
☐ architecture
☐ landscape architecture
☒ interdisciplinary (tick other boxes above for which disciplines are applicable)

Skill Requirements

SKILL REQUIREMENTS

☐ Confident and effective communication and interpersonal skills;
☐ Ability to write clear and concise informational texts for diverse audiences;
☐ An understanding of and interest in art history and contemporary art;
☐ Good attention to detail;
☐ Evidence of good time management and organisational skills;
☐ Capacity to use initiative and solve problems;
☐ Punctual and reliable.

Exhibitions

QUT Art Museum hosts a vibrant annual exhibitions program comprising in house curated group and solo exhibitions, collection based exhibitions and major national touring exhibitions. The Exhibitions area is responsible for developing and delivering the annual program of exhibitions.

You will complete your internship with an understanding, appreciation and skills relating to:

- The administrative and logistical processes related to exhibition planning and management;
- The delivery of exhibitions including installation processes;
- Occupational health and safety and risk management in museums and galleries;
- Exhibition design;
- Correct artwork handling including packing and unpacking.

Collection

The QUT Art Collection comprises of over 2000 objects chiefly by Australian artists and includes painting, sculpture, new media, decorative arts and works on paper. The Collection has a history of innovation and commitment to contemporary art with the majority of works dating from the 1960s onwards. The Museum has an active acquisitions program and receives works through direct purchase as well as gift. Works from the Collection are available for loan to other institutions for exhibition and to areas within the University. Correct collection management systems and preventative conservation strategies are integral to preserving the art collection.

You will complete your internship with an understanding, appreciation and skills relating to:

- Industry standards for the handling of art objects;
- Industry standards for the care of art objects including environmental monitoring;
- Industry standards for the cataloguing and documentation of art objects;
- Logistical and administrative processes for the loan of art objects.
### Guidelines for applicants

Internships are only available to students currently enrolled in studies at QUT. Internships are for one academic year, commencing in February and concluding in November. Minimum time commitment is one day a week. Only students with a GPA of 5 or higher will be considered. Shortlisted candidates will be contacted for an interview. Applications are accepted at any time but need to be submitted by 31 December for consideration for the next academic year.

### Application process

Applicants must provide the following to the Curator:
- Current resume;
- List of completed subjects and grades;
- A statement addressing the following questions:
  - What are your career goals? (eg. Where do you see yourself in 5 years, in 10 years?)
  - How will this internship help in achieving your goals?
  - What special skills, experience or attributes would you bring to the team?
  - What are you looking to gain from this internship?
- Two examples of written work (eg. University essays).

### Timeframe

<table>
<thead>
<tr>
<th>(placements must be either 80-100 hours or 160-200 hours total)</th>
<th>Approximate Start Date: February 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Approximate Completion Date: November 2016</td>
</tr>
<tr>
<td></td>
<td>Estimated Total Hours: <strong>200 hours over two semesters</strong></td>
</tr>
</tbody>
</table>

### How students can apply

QUT Creative Industries WIL Program staff receive student applications which are then forwarded to me for consideration.

### Registered on (please indicate the date you filled in this form)

| 10/12/15 | Expires |

### Office Use*:

<table>
<thead>
<tr>
<th>Position Approved:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertised BB/CRM:</td>
</tr>
</tbody>
</table>

---

**Please note:** By filling in this form you are agreeing to the personal information you provide being used for the purposes of registering and participating in the QUT Creative Industries Work Integrated Learning Program and for marketing purposes with QUT Creative Enterprise Australia.

☐ Please cross this box if you do not wish to receive information from QUT regarding the WIL Program or from QUT Creative Enterprise Australia.