QUT Precincts

Internships – Curatorial Assistant

Curatorial internships are available in QUT Art Museum and Creative Industries Precinct to tertiary students undertaking a degree program in an appropriate field.

The intern will work as a curatorial assistant across a number of exhibitions during the period of internship.

Guidelines

- Internships are available only to currently enrolled tertiary students
- Priority is given to students enrolled in QUT creative industries courses
- Preference is given to students seeking internship over a twelve-month period.
- Commencement may be February or July.
- Minimum time commitment is 1 day per week
- The internship may be undertaken for assessment as a workplace learning unit (subject to approval of the student's course or unit coordinator), or as work experience which complements the student's program of study.

Intern's responsibilities

The intern will assist in the planning and implementation of the exhibition program. Duties may include:

- Research artists and background information related to exhibition topics
- Assist with writing extended labels and didactic panels
- Undertake administrative duties relating to the exhibition (eg. generating loan agreements and copyright contracts; organising transportation)
- Liaise with artists in regard to delivery of work and information required for the exhibition and catalogue/floor brochure
- Assist with exhibition design, including developing educational materials and support materials such as videos of artists discussing their work
- Assist with installation of the exhibition
Selection criteria

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

Application procedures*

* There are two major application dates – 30 June and 31 December each year. However, students may submit applications at any other time and be considered for the next available intake

1. Complete Internship application
2. Attach a statement addressing the selection criteria
3. Include two examples of your written work – e.g. university assignments
4. Attach a current resume
5. Send your complete application to:

   Jill Standfield  
   Operations Manager  
   QUT Precincts  
   Building Z3  
   Creative Industries Precinct  
   Musk Avenue  
   Kelvin Grove Q 4059

Selection will be made after shortlisted applicants have been interviewed.