Internships – Public Programs

Internships are available in the area of public programs to tertiary students undertaking a degree program in an appropriate field.

Public Programs

Public programs are designed to complement the annual exhibition and creative projects program at QUT Art Museum and the Creative Industries Precinct and to engage the community in activities that stimulate and broaden interest and understanding of creative works and their environment.

Programs range from lectures and informal talks by artists, curators, arts workers and designers, to industry-based information sessions, demonstrations and workshops across art and design, fashion, computer gaming and creating writing.

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 public programs at QUT Art Museum or Creative Industries Precinct. Duties may include:

- assist Public Programs Curator with planning overall semester activity
- assist with development educational materials
- prepare written invitation to speakers, liaise with speakers prior to and after the talk
- arrange flights and accommodation as required
- ascertain technical requirements and liaise with technical staff
- assist in the promotion of the programs
- set up space for the talk on the day, introduce speakers, direct the talk and question time, bump out
- monitor expenditure against budget
- complete attendance reports

Selection criteria
- Confident and effective communication and interpersonal skills
- Good attention to detail
- Excellent written communication skills
- 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. Attach a current resume
4. 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.