

Auckland Festival of Photography - 28 May to 14 June 2020

The Intern programme aims to offer unpaid work experience with an expert team at a major public arts festival. To establish pathways for an emerging arts worker who wishes to embark on a career in the arts, specialising in photography. During the Auckland Festival of Photography Internship we anticipate our Intern meeting and networking with artists and stakeholders, attending and enjoying programs including artists talks and refreshments at signature and satellite exhibition openings, seeing a showcase of world-class photography exhibitions. The Auckland festival of Photography will provide up-skill opportunities, project and event experience, a reference, and will include the Interns name in the credits of the festival programme.

Duties:

It is expected that from a pre-arranged date in March 2020 until the end of June 2020, the Auckland Festival of Photography Intern will complete duties including:

- Festival administration and event assistance, these duties may include signature events such as Nikon Auckland Photo Day.
- Longer-term tasks (each may take the course of few weeks) this could include completing duties to launch the online Festival programme including assisting with the Auckland Festival of Photography website and social media platforms. Including tasks such as re-sizing images, proofing text and uploading and sharing content of our platforms.
- Assistance in distribution of the Festival launch invitation and printed Festival Programme to galleries, artists and stakeholders.
- General event production, including assisting at exhibition installation, exhibition invigilation, attending festival events and helping with registrations for events such as openings and artist talks.
- Assisting with the Festival volunteer programme, including coordination of volunteers, rosters and communication with Festival volunteers.
- General office duties that could include answering the Festival phone and general emails, photocopying, light tidying including cleaning of office cups and emptying of waste bins.
- Festival deliveries and pick-ups, this could include going to Framing stores, Post Office and gallery locations. (For these tasks a good geographical knowledge of Auckland and a current Drivers Licence is desirable.)

Desirable:

The Auckland Festival of Photography is offering an approx. three-month internship for a candidate with the following skills, please note some training will be given:

- It is anticipated that the Intern will complete tasks keeping deadlines in mind, for example uploading content to the Festival website in time for the programme announcement.
- It is anticipated that the Intern will complete tasks to a high level, always paying attention to detail, for example remaining focused to ensure exhibition dates and image credits are correct.
- It is anticipated that the Intern can work well in a small team within a high pressure, busy environment.
- It is anticipated that the Intern be an effective communicator with great written and verbal communication skills to ensure accurate and up to date information is supplied to stakeholders, including the public, Festival publicists, graphic and web designers.
- It is anticipated that the Intern will have a high level of computer skills including working with Programs: Word, Excel, Email and have some Social Media experience. Some specialised Website training will be supplied.
- It is anticipated that the Intern is a team player and has an interest in the field of Photography and the Arts.
- It is anticipated that the Intern has a good geographical understanding of Auckland and a current Drivers Licence.

Application and Information:

It would be advantageous, if the Intern were able to work 10 hours minimum per week for approximately a three-month period.

Intern dates: Monday 16 March until Friday 19 June 2020
(Please note: we can negotiate these dates slightly for the right candidate)
Hours are by agreement each week from Monday to Friday, during office hours.

Festival dates: The festival will run from 28 May to 14 June 2020, it is expected that the Intern will be available for weekend and evening duties during the Festival. This includes festival opening dates: 27th to 31st May, Queens Birthday Weekend and the following weekends on 6th and 7th of June and 13th and 14th of June 2020.

Expressions of Interest Applications Close: 5pm WED 26 February 2020

Interview Dates: 2 - 5 March 2020

Confirmation of Internship: by 9 March 2020

Placement Begins: 16 March 2020 (dates may vary slightly)*

Placement Ends: 19 June 2020 (dates may vary slightly)*

To express an interest in the Auckland Festival of Photography Internship please email your current CV and a 200-word statement detailing why you would be the right candidate for the placement.

Apply via email to: Community Engagement Coordinator: engage.photofestival@xtra.co.nz by 5pm on WED 26 Feb 2020.

If you have any further questions please contact the Festival office on: +64 9 307 7055

We look forward to receiving your application.

About the Festival:

Auckland Festival of Photography is a city-wide contemporary art and cultural event which takes place within Auckland's major galleries, project spaces, non-gallery venues and public sites during June each year. The programme includes a mix of emerging and established artists and comprises existing works and creation of new work. Annually the Auckland Festival of Photography is produced by the Auckland Festival of Photography Trust. The Trust is a not-for-profit charitable trust working to further the presence and awareness of photography in Auckland through joint programming, audience development and profile raising activities.

Auckland Festival of Photography Trust - Goals and Objectives:

- To support and encourage local emerging photographers to develop and exhibit their work to the public in Auckland.
- Promote region-wide community partnerships and participation.
- Maintain partnerships with relevant arts and cultural organisations and individuals in the art education and private sectors to facilitate the presentation of photography.
- To engage a wide range of photographic arts stakeholders including public and commercial galleries and mainstream and cutting edge professional, exhibiting artists.
- To provide open-access programmes that may include "Auckland Photo Day" and "Auckland Photo Blog" - online digital archive.
- To represent cultural diversity through photographic exhibitions.
- To strengthen regional identity and assist the development of cultural tourism in the region.

Auckland Festival of Photography
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