

# Artspace Aotearoa

## Kaiwhakamahiri Pirihi Taiwhenua Curatorial Intern Job Description

**Title** Curatorial Intern

**Reports to** Kaitohu Director

**Contract type** Fixed term Part-time, 30hrs pw for 10 months  
(February–December, 2026)

**Hours** Wednesday – Saturday regularly onsite + 2.5 hours  
floating for events and research

**Remuneration** \$31.50 ph

**Place of work** Artspace Aotearoa, 292 Karangahape Road, 1010,  
Auckland.

**Role purpose** To develop and deliver a programme for Artspace Aotearoa lower ground floor space, end-to-end, and support operational delivery of the organisation's core programme.

### About the role

This internship is designed to provide essential early arts career development through practical experience delivering a programme in the gallery's lower ground floor space, while also supporting core aspects of Artspace Aotearoa public services. The Curatorial Intern will split their time between these two areas, partially working independently to deliver their own programme, and partially learning within the team and main gallery environment.

The Curatorial Intern will develop with management a set of realistic learning outcomes for their internship period. The Curatorial Intern will be supplied with an indicative budget of \$15,000, access to the gallery's established resources, and guidance from staff to deliver their programme.

Key Responsibilities	Deliverables
Develop a programme for public viewing in The Kit.	<ul style="list-style-type: none"> <li>● Conceptualise and deliver a programme of public outcomes i.e exhibition, talk, screening, workshop (minimum of eight) within budget.</li> <li>● Develop support material and operational guidelines for the programme suitable to its contents and its audiences.</li> </ul>
Manage operations of the programme, including budget, production, marketing, gallery upkeep, opening hours ect.	<ul style="list-style-type: none"> <li>● Liaise with artists, writers, educators, etc towards delivery.</li> <li>● Develop a budget and maintain expenditure records.</li> <li>● Work with contributors of the programme to organise schedules.</li> <li>● Manage production of artworks or events relevant to their programme.</li> <li>● Deliver communications and engagement plans for the programme.</li> <li>● Ensure that the space is staffed during opening hours.</li> <li>● Ensure visitors and stakeholders are welcomed.</li> </ul>
Contribute to Artspace Aotearoa operations.	<ul style="list-style-type: none"> <li>● Work with your manager on agreed tasks that contribute to the core programme.</li> <li>● Welcome visitors and stakeholders.</li> <li>● Manage the gallery area when required to do so, caring for and maintaining artworks and the gallery.</li> <li>● Participate in tikanga led events.</li> <li>● Contribute to diversifying and strengthening the organisation's reach and resilience.</li> <li>● Adhere to financial policies and procedures.</li> <li>● Adhere to Health and Safety and HR policies</li> </ul>

	<ul style="list-style-type: none"> <li>● Contribute to the delivery of integrated and aligned processes to effectively and sustainably deliver our vision and mission.</li> <li>● Be available to work onsite during the working week as per the hour allocation of your role (usually Monday to Saturday for 7.5 hours between the hours (9am-6pm)</li> <li>● Be available to work outside 'normal' hours for programmatic or other requirements with advance notice.</li> <li>● Represent Artspace Aotearoa in the professional field inside and outside of the gallery.</li> </ul>
Deliver to learning outcome frameworks and develop relationships with management and mentors.	<ul style="list-style-type: none"> <li>● Develop and present programme proposals.</li> <li>● Develop and present programme reports.</li> <li>● Develop and present self-evaluation and reflection.</li> <li>● Identify areas of desired learning.</li> <li>● Build relationship with external mentor and Artspace Aotearoa Staff.</li> </ul>

The ideal candidate will have a combination of the following skills at an emerging and developing level:

- A broad knowledge of contemporary art
- A high standard of professionalism
- Experience discussing artworks and/or a comfort expressing ideas
- Good written and verbal communication skills
- General administration skills
- Willingness to act in a public facing role
- Ability to understand and actualise a brief or strategy
- Experience working with artists, technicians, or creatives
- Understanding of exhibition making and event production

- A basic understanding of install process and how art works are made
- Knowledge of archiving

The ideal Candidate will have a combination of the following attributes

- Keenness to learn
- Confidence to lead a project
- Confidence to facilitate public inquiries
- Confidence to handle artwork
- Confidence to interact with stakeholders and experts
- Initiative
- A sense of hospitality
- Capacity to work in small team environment
- Initiative

By the end of the Internship the Curatorial Intern will have:

- Delivered a public facing programme
- Designed and tracked a budget
- Designed a communication strategy for their programme
- Practiced communicating ideas and artworks
- Gained experience across core gallery operations
- Have further insight into contemporary art and its sector
- Developed new professional connections

To apply

Send an expression of interest and your curriculum vitae to [bridget@artspace.org.nz](mailto:bridget@artspace.org.nz) Expressions are accepted in AV format. If selected to interview you will be asked to prepare a programme concept.