

INTERNSHIP APPLICATION & GUIDELINES

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INTERNSHIP GUIDELINES

FLINDERS UNIVERSITY ART MUSEUM CONTACT DETAILS

Placement address	Flinders University, Bedford Park, SA 5043
Mailing address	GPO Box 2100 Adelaide SA 5001
Contact person	Nic Brown
Position	Collections Manager
Email	nic.brown@flinders.edu.au
Phone	+61 8 8201 2695

BACKGROUND

Flinders University Art Museum is committed to preserving and developing the University's historical and contemporary collections, and connecting people with them. The collection is rich and varied, with major holdings in Aboriginal and Torres Strait Islander art, Post-object and documentation art, European prints and Australian political posters. Housing over 8000 works the Art Museum is one of the largest University art collections in Australia. The collection is a cultural and intellectual resource for the University, its academic programs, as well as for the general public through temporary exhibitions and public programs.

GUIDELINES FOR APPLICANTS

- Internships are available to students currently enrolled in their final year undergraduate and postgraduate studies (preference is given to Flinders University students)
- The Internship must be part of a credit bearing subject
- Only students with a grade average of Distinction or higher will be considered
- Internships are available during semester 2, 2019 during Flinders University teaching weeks only 10am – 4pm on Mondays
- Successful interns are to provide a one page report at the end of their Internship
- Applications must be submitted by **5.00pm Friday 10 May 2019** for consideration in the 2019 academic year
- Electronic applications only will be accepted
- You will receive advice on your application outcome by **Friday 31 May 2019**
- Shortlisted candidates may be contacted for an interview
- Applicants are advised to visit the Art Museum [website](#), [facebook](#) and [instagram](#) sites to acquaint themselves with the collections and public programs
- The Art Museum Internship meets the definition of 'vocational placement' under the *Fair Work Act 2009* and is not a paid position
- Students enrolled in a University other than Flinders University must be covered by their University's Student Accident and Public Liability policy

SKILL REQUIREMENTS

- Confident and effective communication and interpersonal skills
- Excellent written skills
- An understanding of and interest in art history and theory and museum studies
- Excellent attention to detail
- Excellent time management and organisational skills
- Capacity to use initiative and solve problems
- Capacity to work autonomously and as part of a team
- Punctual, reliable and well presented

APPLICATION PROCESS

- Complete Internship Application Form (ensure form is signed by you and your supervisor)
- Attach curriculum vitae
- Attach academic record with list of completed subjects and grades
- Attach one example of written work (eg University essay)
- All documents to be supplied in word or pdf formats
- All documents to be labelled as follows [Surname]_[First name]_[Type of document] eg. Smith_Sally_Resume
- **Submit application to nic.brown@flinders.edu.au by email only by 5.00pm Friday 10 May 2019**

INTERNSHIP APPLICATION FORM

APPLICANT CONTACT DETAILS

Full name			
Home address			
Postal address			
Email			
Phone			
Mobile			
Emergency contact	Full name	Home phone	Mobile
COURSE DETAILS			
<input type="checkbox"/> Undergraduate	<input type="checkbox"/> Postgraduate	<input type="checkbox"/> Full time	<input type="checkbox"/> Part time
Education insitution			
Name of course			
Current year level			
Main area/s of study			
Year started		Year expected to finish	
Credit bearing subject relating to Internship			
SUPERVISOR CONTACT DETAILS			
Full name			
Position			
Email			
Phone			
Mobile			
INTERNSHIP DETAILS			
Duration	<input type="checkbox"/> Semester 2		
<input type="checkbox"/> If a successful with my application I agree for Flinders University Art Museum to promote my Internship project to the general public.			
How did you hear about the Internship?	<input type="checkbox"/> Lecturer (specify)	<input type="checkbox"/> Previous intern (specify)	
<input type="checkbox"/> Website (specify)	<input type="checkbox"/> Social media (specify)	<input type="checkbox"/> Other (specify)	
Why would you like to undertake an Internship at Flinders University Art Museum? (150 words max)			
What skills, experience and attributes would you bring to the Flinders University Art Museum team? (150 words max)			

What skills and experiences are you seeking to gain from the Internship? (150 words max)

What are your career goals (eg. where do you see yourself in 5 years, in 10 years)? (150 words max)

APPLICANT		SUPERVISOR	
Signed		Signed	
Date		Date	
Print name		Print name	

Submit your electronic application with attachments to:
Nic Brown, Collections Curator at nic.brown@flinders.edu.au
For queries: ph: +61 8 8201 2695