

Position Description



Position title Te Tūrangā	Gus Fisher Gallery Intern
Department/School Tari/Kura	Gus Fisher Gallery
Faculty/Division Kāpeka/Rōpū	Office of the Vice-Chancellor
Reports to (Title) Ripoatatia ki	Curator of Contemporary Art
Direct reports Ngā Ripoata	n/a
Children's Worker (Children's Act 2014) Kaimahi Tamariki	Not applicable

THE UNIVERSITY OF AUCKLAND | WAIPAPA TAUMATA RAU AS AN EMPLOYER

Our Purpose | Tō Mātou Pūtake Nui

We create globally transformative impacts through our distinctive strengths in world-leading research, scholarship, teaching and collaborative partnerships, inspired by our unique position in Aotearoa New Zealand and the Asia-Pacific.

Our Values | Ō Mātou Uara

Our values are lived through our behaviours and actions, with strong and enduring commitments to open intellectual inquiry, collaboration, creativity, and equity and diversity.

RESPECT AND INTEGRITY

EXCELLENCE

SERVICE

Our Te Ao Māori Principles | Mātou Mātāpono I Te Ao Māori Mahi

Our fundamental principles reflect our foundational relationship with tangata whenua and our commitment to Te Tiriti o Waitangi.

MANAAKITANGA

Caring for those around us in the way we relate to each other.

WHANAUNGATANGA

Recognising the importance of kinship and lasting relationships.

KAITIAKITANGA

Valuing stewardship and guardianship and our relationship with the natural world.

Read more about our purpose, vision and values in [Taumata Teitei – Vision 2030 and Strategic Plan 2025](#)

ABOUT THE FACULTY or DIVISION | MŌ TE KĀPEKA, RŌPŪ RĀNEI

Gus Fisher Gallery is a centre for contemporary art in Tāmaki Makaurau and a project space for artists. It is nationally recognised for its ambitious and critically engaged programme that supports international and Aotearoa New Zealand artists through new commissions and bold exhibition making. Gus Fisher Gallery reflects the educational role of Waipapa Taumata Rau by providing a developmental stepping-stone for artists looking to transition their practice and test out new ideas. Gus Fisher Gallery's programme comprises in-house initiated exhibitions and a public programme of events for creative and diverse communities. Housed in a 1934 heritage building, Gus Fisher Gallery shows a strength in artists moving image consistent with its building's pioneering broadcasting history.

The University of Auckland, Waipapa Taumata Rau is committed to the *revitalisation of our indigenous language Te Reo Māori*. You will see Te Reo Māori headings and text used in a variety of documents including this. Candidates are not expected to bring this knowledge. Staff are supported in their learning at all levels.

MAIN PURPOSE OF THE POSITION | PŪTAKE MATUA O TE TŪRANGA

The main purpose of this position is to provide Art History and Fine Arts students currently enrolled at Waipapa Taumata Rau with an opportunity to gain an insight into a career in the arts sector through hands-on experience in a public art gallery.

The Intern will learn about and assist with a range of gallery operations and programming tasks. These include: exhibition development and delivery, public programming and events, marketing, communications and fundraising, and curatorial research and writing. They will also learn how to think critically, experience working with external partners and artists, and be part of a cohesive and collaborative team.

The internship will be based on site at Gus Fisher Gallery for the duration. Designed to work alongside current study commitments, the internship is offered part-time over a period of six months (November 2024 – March 2025) with the Intern ideally based at the gallery one day a week.

WHAT YOU ARE EXPECTED TO DELIVER | NGĀ WHĀINGA O TE TŪRANGA

Gallery capabilities	<ul style="list-style-type: none">• Apply knowledge learnt through studies of contemporary arts practices and Art History to gallery work.• Apply written skills through research and administrative tasks pertinent to the gallery's programme of exhibitions.• Participate in the planning of programmed events and workshops as part of the gallery's public programme.• Assist with areas of the gallery's work as and where needed, including artwork invigilation, visitor welcoming, online promotion, social media scheduling and website updates.• Assist with the planning and delivery of set projects and operational tasks under the guidance of senior team members.• Bring technical capabilities to aid the successful completion of tasks, including: Word Press, Social Media tools (Instagram, Facebook, Later, Linktree), Eventbrite, Microsoft Word applications. Experience with In Design, Photoshop and Sketch Up are desirable but not essential.• Bring practical capabilities to gallery work, e.g. creative skills developed through a Fine Arts specialism.
Collaboration, Communication and Behaviour	<ul style="list-style-type: none">• Take initiative and work collaboratively as part of a small and committed team.• Bring a positive, can-do and creative approach to project tasks.• Use clear verbal and written communication skills to contribute to the smooth running of projects.• Exhibit professionalism and excellent interpersonal skills when dealing with gallery partners, artists and collaborators.• Be organised and set own deadlines in relation to bigger picture projects.• Attend and participate in team meetings and/or external meetings with colleagues when required.• Ensure an attention to detail with the ability to work at pace.• Take guidance and seek assistance when needed from colleagues.
Learning and Development	<ul style="list-style-type: none">• Strive for learning and development.• Actively participate in all areas of the gallery's work.• Develop a strong understanding of the arts and cultural sector in Tāmaki Makaurau and Gus Fisher Gallery's place within it.

	<ul style="list-style-type: none"> • Build confidence in visitor engagement through front of house assistance and invigilation. • Learn about the different areas of the gallery's work with the ability to tailor the internship to your developing interests. • Gain improved organizational and coordination skills through project work. • Utilise experienced colleagues and buddies for advice, feedback and solutions. • Participate in regular catch-ups with senior team members. • Participate in team exercises and opportunities, when available (e.g. Shadowing, external visits, learning and team-bonding and Development Days). • Maintain a reflective journal on a fortnightly basis to aid the drafting of a detailed report at the end of the Internship.
Te Tiriti o Waitangi	<ul style="list-style-type: none"> • Actively protect, participate and promote the University's commitment to Te Tiriti o Waitangi, to achieve equity outcomes for staff and students in a safe, inclusive and equitable environment.
Equity Mana Taurite	<ul style="list-style-type: none"> • Demonstrate equity behaviours and values aligned to the University Leadership Capabilities framework in all your day to day interactions with the team, stakeholders and the University.

KNOWLEDGE, SKILLS, EXPERIENCE AND CAPABILITIES | NGA PŪKENGA MOTUHAKE

Requirements outlined below refer to the expectations of an appointee in the "target range" for this role. When recruiting, a candidate may be considered for appointment in the "developing range" if they meet some of the requirements, but not others. We are thus open to considering applicants who do not meet all of these requirements.

Qualifications Tohu mātauranga	<p>Essential:</p> <p>Currently enrolled on an undergraduate degree, Masters or PhD course in Art History or Fine Arts at Waipapa Taumata Rau. (A major in Art History or Fine Arts is required for those on conjoint degrees).</p>
Experience Ngā Wheako	<p>Preferred:</p> <p>Prior experience of working in a gallery or museum context, either as an employee or volunteer.</p> <p>Prior experience of working in a team.</p>
Skills and Knowledge Pūkenga me ngā Mōhiotanga	<p>Essential:</p> <p>A passion and enthusiasm for the arts, specifically contemporary art.</p> <p>A basic knowledge of contemporary arts practices, either gained through practical or theoretical study.</p> <p>Capabilities in Microsoft and social media applications.</p> <p>Good verbal and written communication skills.</p> <p>Preferred:</p> <p>Good interpersonal skills.</p> <p>A pro-active and positive outlook.</p>
Leadership Capabilities Pūkenga Hautūtanga	<p>Essential <i>Refer to the Leadership Capabilities</i></p>

The five leadership dimensions and associated capabilities (5D Leadership Capabilities) reflect and encourage a culture of distributed leadership for all staff. The leadership framework is an important part of how we attract, select, develop and enable staff achievement.

For the annual Professional Staff performance and development planning and review process (TUPU), you and your manager will choose the appropriate capabilities as outlined in the [TUPU Process](#).

KEY RELATIONSHIPS | NGĀ WHANAUNGATANGA MATUA

Internal:

- Gus Fisher Gallery staff
- Depending on projects University staff.

External:

- Depending on projects external artists, partners and collaborators.

DELEGATED AUTHORITY | TUKU MANA

Human Resources

No formal responsibility for staff.

SUSTAINABILITY AND ENVIRONMENT | TE TOITŪTANGA ME TE TAIAO

Staff must accept responsibility for and contribute towards implementing the University's commitment to sustainability as defined in our Sustainability Policy and the ongoing improvement of our environmental performance, as identified in our policy and Taumata Teitei – Vision 2030 and Strategic Plan 2025.

This includes:

- Undertaking professional activities in ways that serve to reduce the consumption of energy, water and material resources, and to minimise our wastes and emissions.
- Considering and applying the Principles in the University's Sustainability Policy within the context of this position description and encouraging others to do the same.
- Building on existing activities and applying a continuous improvement approach to identify, initiate and participate in new ones.

HEALTH AND SAFETY | HAUORA ME TE HAUMARU

All staff have a responsibility for their own health and safety, and that of others who may be affected by their work and their acts or omissions.

Staff will:

- Ask for assistance if they are unsure what to do.
- Make themselves aware of and follow the contents of the University's Health and Safety Policy, standards and guidelines.
- Undertake all health and safety training and induction, as required.
- Report any unsafe or unhealthy working conditions or any faults in equipment to the Academic Heads or Directors of Service (or their delegated nominee).
- Ensure that all appropriate personal protective equipment is worn or used as required.
- Familiarise themselves with and adhere to local emergency procedures and how to provide appropriate assistance to others.

OCCUPATIONAL HEALTH | TE NGANGAHAU HAUORA

Not applicable

FINANCIAL RESPONSIBILITY | PŪTEA HAEPAPA MATUA

Budget Expenditure

- No authority to commit to expenditure.

Purchase Orders

- No authority to approve or issue purchase orders.

Purchase Card (P-Card)

- No authority to use a Purchase Card (P-Card).






Correspondence

- No authority to sign external correspondence.

TABLE ONE: 5D LEADERSHIP CAPABILITIES

These capabilities are for Professional Staff (except Senior Leaders) and

Academic Staff: Lecturer, Research Fellow, Senior Research Fellow, Professional Teaching Fellow and Senior Tutor

Dimension	Capabilities
 <p>Exhibiting Personal Leadership Rangatiratanga</p> <p>Role modelling leadership behaviours to engage others and support the University's values and aspirations.</p>	<p>Personal Attributes: Displays integrity, professionalism, adaptability and courage, accurately perceiving and interpreting own and others' emotions and behaviours in the context of the situation to effectively manage own responses, reactions and relationships.</p> <p>Interpersonal Effectiveness: Communicates with clarity, using constructive interpersonal behaviours and interactions to influence others, resolves conflict and inspires cooperation and achievement.</p>
 <p>Setting Direction Mana Tohu</p> <p>Establishing and committing to plans and activities that will deliver the University's strategy.</p>	<p>University Awareness: Displays an understanding of the international and commercial context in which the University operates and how the University works to successfully achieve results.</p> <p>Planning & Organising: Establishes courses of action for self/and others to ensure that work is completed efficiently, while building/contributing to a successful work/project/research team.</p> <p>Stakeholder Service: Ensures that the service provided to stakeholders is a driving force behind decisions and activities; crafts and/or implements service practices that meet the needs of stakeholders (including students and staff) and the University, including a safe and healthy environment.</p>
 <p>Innovating and Engaging Whakamatāra</p> <p>Identifying, creating and responding to relationships and opportunities to improve and progress the University.</p>	<p>Relationship Building: Establishes and maintains effective working relationships with stakeholders inside and outside the University, using an appropriate interpersonal style to advance the University's objectives.</p> <p>Facilitating Change & Innovation: Facilitates and supports University changes needed to adapt to changing external/market demands, technology, and internal initiatives; initiates new approaches to improve results by transforming University/community culture, systems, or programmes/services.</p>
 <p>Enabling People Hāpai</p> <p>Developing self, others and teams so they can realise the University's strategy and values.</p>	<p>Scholarship / Professional Development: Engages in discovering, integrating, applying and disseminating the knowledge and professional skills necessary to be successful in current and future roles; promotes collegiality and actively pursues development experiences to improve personal impact and that of the University.</p> <p>Valuing Equity: Works effectively to support the University's commitment to Māori, Te Tiriti o Waitangi and equity, and values the capabilities and insights of individuals (both inside & outside the organisation) with diverse backgrounds, styles, abilities, and motivation.</p> <p>Coaching and Developing Others: Provides feedback, instruction, and development guidance to help others (individuals and teams) excel in their current or future responsibilities; plans and supports the development of individual/team skills and abilities.</p> <p style="text-align: center;">OR</p> <p>Leading Teams: Uses appropriate methods and interpersonal styles to develop, coach, motivate, and guide the work/project/research team to attain successful outcomes and objectives.</p>
 <p>Achieving Results Whai hua</p> <p>Accepting accountability for making decisions and taking action to deliver the University's strategy and deliver excellent results.</p>	<p>Decision Making: Identifies and understands issues, problems, and opportunities; compares data from different sources to draw conclusions and uses effective approaches for choosing a course of action or developing appropriate solutions; takes action that is consistent with available facts, constraints, and probable consequences.</p> <p>Delivering Results: Sets high objectives for personal/group accomplishment; uses measurement methods to monitor progress toward goals; tenaciously works to meet or exceed goals managing resources responsibly; seeks continuous improvements.</p>