



Would you like to supervise a placement?

Museum and Heritage Studies | Art Curating

In brief, our placements for these postgraduate programs:

- Are an integral part of our Graduate Diploma and Master degrees.
- Are supervised by professionals in the workplaces of our industry sector, with experience in the types of tasks that the intern will undertake.
- Are undertaken in a variety of Australian and international museums and galleries, as well as in related institutions. These could include libraries, archives, auction houses, private corporations with collections, art lenders, museum and gallery organisations, or organisations that run art fairs, festivals, biennales and the like.
- Additionally, Museum and Heritage Studies students can also undertake placements with heritage sites, heritage professional organisations or government heritage offices.
- Are 20 days (or 140 hours) long.
- Are undertaken at different speeds. For example, a student might intern 5 days a week for 4 weeks; another might intern 2 days a week for 10 weeks.
- Are preferably undertaken at the rate of at least 2 days a week, to help students to maintain focus and momentum.
- Are agreed by you, the student and the University program staff before the placement begins. Points to be agreed include: the project, the beginning and projected end dates, and weekdays/speed at which the student will intern.
- Are project-based, allowing you to gain real support for finite or ongoing projects or for the development of new projects, and allowing students to become involved in work that has an identifiable outcome.
- Usually involve one or a small number of projects in an area of museum and gallery sector work – for example, collection management, education, exhibitions, audience development etc. Or in heritage work – for example, archival research, place documentation or interpretation, assessment of cultural significance etc. However, especially in smaller institutions, some placements have involved work across a number of such areas.
- Require you to complete a questionnaire about the student's performance at the end of the internship. This questionnaire involves choosing between some tick-box options and writing some short answers.

- Require students to produce assessments in completion of their internship unit of study – some written work and usually a presentation, which are assessed by an academic staff member, and are linked in themes but separate to the placement project work that is completed for you.
- Are insured; insurance is provided by the University of Sydney, through public liability, personal accident and professional indemnity insurance policies.
- Are unpaid; they are termed as ‘vocational placements’ under the definition of the Fair Work Ombudsman, which means that students are not covered by the Fair Work Act and therefore not entitled to payment.
- **COVID-19** – when times of disruption occur, be assured that there is a good degree of timing flexibility, to best suit mutual student and supervisor availability and time-frames for the assigned project work. This includes accommodating circumstances that may unexpectedly arise. We are currently seeking placements that are entirely or mostly done onsite at your organisation. In addition, there is flexibility for at least a portion of the placement days to be done by a student from home/online, if suited to project tasks and there is capacity for regular connection to the workplace supervisor by Zoom/Teams, phone and email.

You could set up a placement by responding to a student who has sent an expression of interest. Alternatively, contact us by phone or email to begin a conversation if there is an upcoming project that you think would suit a 20-day placement. For an email, please let us know some information about the proposed opportunity. As a guide, it would be good for this to:

- be about 300 words long, or longer if you prefer
- list the key tasks that are envisaged and provide some context
- state when the placement could start, how many days a week it could be undertaken, and any preferences about which days of the week
- give the name, title and contact details of the supervisor/s
- state any necessary or preferred knowledge or skills
- indicate how you prefer a student to apply. Most supervisors request a CV and letter of interest.

For further information, please contact:

Placement Officer, Museum & Heritage Studies | Art Curating The University of Sydney | glam.internships@sydney.edu.au