



## Faculty of Arts & Social Sciences

# Would you like to supervise an internship?

## Museum and Heritage Studies | Art Curating

In brief, our internships for the postgraduate programs of Art Curating and of Museum and Heritage Studies:

- Are an integral part of our Graduate Diploma and Master degrees.
- Are supervised by professionals in the workplaces of our sector.
- 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 long.
- Are undertaken at different rates. For example, one student might work 5 days a week for 4 weeks straight; another might work 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 the weekdays/rate 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, registration, education, exhibitions, interpretation, 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, internships 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 for the University as part of the course-work for our internship program – some written work and usually a presentation at University. These academic components are assessed by an academic from our internship program.
- 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.

You could obtain an intern by responding to a student who has sent you an expression of interest in an internship (usually a CV and letter). Alternatively, you can contact us, if you see some upcoming work that you think would suit a 20-day internship project for one of our students. Please begin a conversation by contacting us with a proposal. It would be good for your proposal to:

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

For further information, please contact:

Jane Johnston, Placement Officer  
 Museum & Heritage Studies | Art Curating  
 Room 303, A26/ R.C. Mills Building  
 The University of Sydney NSW 2006  
 Ph 02 9036 6544  
 Email [jane.johnston@sydney.edu.au](mailto:jane.johnston@sydney.edu.au)