

Position Title:

Gallery Intern at Strange Neighbour (Thursdays & Saturdays)

Position Summary:

To assist in the daily functioning of a contemporary art space based in Fitzroy. The intern will be responsible for gallery invigilation, open and close, will have the opportunity to learn and apply basic media and administration skills, may assist in exhibition installation and gain insight into the curation process. Strange Neighbour also has a black and white darkroom on site. At times the intern may also assist with darkroom related inquiries and bookings.

Position location:

395 Gore St, Fitzroy VIC

Classification:

Voluntary

Engagement Type:

3 months

Time Fraction:

Minimum 3 hours commitment per week, within the hours 12 - 6pm

About Strange Neighbour:

Strange Neighbour gallery is a curator led space with a unique program of multi- disciplinary exhibitions encompassing cross-generational artists. The curatorial style engages with the themes of light and dark. The gallery model is innovative, sitting between a commercial gallery and an artist run space. This fills a gap in the market by providing a professional, staffed space that encourages sales while remaining experimental and not conservative. Exhibiting crossgenerational artists creates a dialogue between artists of all ages.

The intern will report to director Linsey Gosper and on occasion advisory panel members.

Accountability:

Where applicable, we will provide a healthy and safe workplace for interns, including adequate instruction, information, supervision and training for them to perform their work in a safe manner. After sufficient training and supervision we expect that interns will be able to be left unattended and be able to open and close the gallery.

Additional incentives for volunteers:

We acknowledge, appreciate and encourage differences, valuing people for their skills, competencies, and contributions. We deeply appreciate the assistance, and value the work of volunteers. We expect that

volunteering for Strange Neighbour will provide excellent career experience, a chance to learn skills and provide opportunities for creating networks within the local artistic community. In addition to this Strange Neighbour is teaming up with Fitzroy ARI, Conduit Arts to run a series of volunteer workshops where we invite artists and experts in the visual arts to hold educational and professional practice workshops specifically tailored for our volunteers to attend. In this way we can foster unique learning experiences and networking opportunities in a personal and hands on environment, and give back something valuable to our volunteers. Additional internship perks will be disclosed at the interview.

Position description:

- Gallery invigilation - greeting visitors, answering the phone and some emails, providing information to our audience about our current program of exhibitions and artists, and the business. General physical upkeep and maintenance of the gallery
- Administration - Accurate bookkeeping and reporting. Handling sales enquiries. Distribute promotional and communications material and, as required: social media, update the website, basic Photoshop. Insurance and artwork shipping quotes.
- Research funding opportunities and contact potential collectors as directed
- Installation - exhibition installation and de-installation under direction of the curator/director/artists
- Take bookings and provide information for darkroom hire
- Opening and closing of business

Key Selection Criteria:

Experience in the selection criteria is not fundamental however a willingness to learn is.

- Excellent presentation; a professional, friendly and helpful demeanour
- Demonstrated strong interpersonal, negotiation and communication skills
- Initiative, leadership and team building skills in an arts setting
- To be interested in and able to engage in dialogue about contemporary art
- Effective time management skills and ability to achieve outcomes
- To exercise judgement and discretion in overseeing the day-to-day operations of the gallery calendar to ensure that program objectives are achieved, and for the safety of themselves and others and for the security of artwork
- Experience in installation and deinstallation
- Demonstrated experience in the development, delivery, and supervision of visual arts programming and initiatives in a multidisciplinary arts service
- Demonstrated financial management skills
- Graphic design, Photoshop, web design and content-management skills
- A demonstrated understanding of and commitment to measuring and improving client satisfaction and delivery in a service delivery environment

Qualifications:

Diploma / Degree qualified with relevant experience or an enthusiastic and competent disposition
Current art practice/ curatorial practice

Please email your CV and interest in the position to info@strangeneighbour.com