



**PICA INTERN PROGRAM
2018**

PICA's Intern Program launches in 2018 to offer the exceptional opportunity for individuals to gain entry-level experience working in contemporary arts. Interns will have the opportunity to work alongside, and be mentored by the PICA team – and some of Australia's most exciting arts leaders – while assisting with the delivery of major projects.

PICA will appoint interns for 3 or 6 month durations, in key areas across the organisation:

- Curation
- Producing (performance and multi-disciplinary work)
- Development and Philanthropy
- Marketing
- Exhibitions

If you are applying to PICA's Intern program as part of your studies, PICA can work with your training or education institution for any formal requirements.

Interns must be able to commit to at least one day per week (Mon-Fri) for the duration of the program.

PICA welcomes applications from Aboriginal and Torres Strait Islander people, people from diverse cultural backgrounds and people with disability.

TO APPLY

Your application should include:

- your up-to-date CV
- a statement outlining why you are interested in the intern program at PICA (no more than 300 words)
- your availability (Mon-Fri)

Email your application to info@pica.org.au

PICA'S DEVELOPMENT AND PHILANTHROPY INTERN

PICA's Development Intern will work alongside the Development Manager

The Producing Intern will also have an opportunity to work with key staff from the wider organisation, including PICA's Director, Business Manager, Senior Curator, Exhibitions Manager, Communications team, Producer, Engagement Coordinator and Front of House Manager.

PICA's Development Intern will assist the Development Manager with:

- High end research into key donor prospects
- Maintaining PICA's 30-year documentation archive
- Administration of PICA's Sponsorship program
- Database management and maintenance, including reporting and analysis
- Event coordination of Development functions

The Development Intern will:

- Be interested in research – have an enquiring mind and understands the essential discretion required when working in Development.
- Have database experience
- Have a high level of administrative skill
- Be outgoing and approachable
- Have a can-do attitude

PICA's Development intern will gain invaluable experience in the day-to-day activities of a Development Manager (including Sponsorship and Philanthropy), and of the operations of a major arts institution.