



**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](mailto:info@pica.org.au)

## **PICA'S PRODUCING INTERN**

PICA's Producing Intern will work alongside the Producer.

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, Development Manager, Engagement Coordinator and Front of House Manager.

PICA's Producing Intern will assist the Producer to:

- Administrate the delivery of presentations including assisting with contracting, budgets, staffing and reporting
- Work with the Communications department to ensure publicity and marketing activities are actioned on time and according to contractual agreements
- Track and analyse ticket sales and patron data
- Liaise with artists, artistic companies, producers, suppliers and staff
- Research future presentation opportunities

PICA's Producing intern will gain invaluable experience in the day-to-day activities of a Producer, and of the operations of a performance space in a major arts institution.