

NATIONAL GALLERY JOB DESCRIPTION

Job title: Intern

Job holder:

Reports to: Education Coordinator/Manager

About the National Gallery of the Cayman Islands

The National Gallery of the Cayman Islands (“NGCI”) is the country’s leading visual arts organisation and education centre. Our mission is to promote the appreciation and practice of the visual arts of and in the Cayman Islands and to provide innovative, educational programming relating to fine art, cultural heritage, national identity, and Caymanian art history.

NGCI is a vibrant, busy and fast paced organisation that is continually evolving to satisfy its mission and the needs of the community through exhibitions, education programmes and a range of events and workshops. It is an organisation with a clear mission and purpose, a place where each employee can make a difference.

1. JOB PURPOSE

The National Gallery Internship is a twelve-month, entry-level position training position, designed to introduce the successful applicant to the museum and gallery profession. Reporting directly to the Education Coordinator/Manager, the Intern (“position holder”) will gain entry level experience in all aspects of gallery operations, including education, curatorial, administration and events.

2. DIMENSIONS

- 2.1. Assist the Education Coordinator with programme administration.
- 2.2. Assist during school and visitor tours.
- 2.3. Undertake receptionist duties in the exhibition hall.
- 2.4. Act as classroom assistant.
- 2.5. Maintain footfall document for exhibition hall and education programmes.
- 2.6. Support NGCI exhibition and curatorial team with administration, research and logistics.

3. PRINCIPLE ACCOUNTABILITIES

The specific objectives and duties of this role include, but are not limited to:

- 3.1. Complete tasks as assigned that support education programme delivery, including sending emails, making phone calls, storing documents, saving photos, and taking reservations.
- 3.2. Work with a qualified Instructor to facilitate art activities at quarterly Family Fun days and take responsibility for setting up and returning the studio/site to normal afterwards.

- 3.3. Assist with the creation and delivery of educational materials and services, including leaflets, brochures, self-guides, demonstrations, tours, classes, exhibits, lectures and workshops;
- 3.4. Act as Classroom Assistant by providing physical support in set up and closing down of classroom sessions, taking photographs, organising classroom supplies, highlighting low supplies and creating basic activities.
- 3.5. Assist during tours of the exhibition hall and/or facility, including handing out materials and directing students/visitors.
- 3.6. Assist with operational tasks such as answering the telephone, errands, retail sales, filing, banking, and mail services.
- 3.7. Act as exhibition hall receptionist, greeting and directing visitors, providing guests with information and acting as shop salesperson.
- 3.8. Assist the curatorial team during new exhibition development and installation, including taking delivery of artwork, wrapping works, proof reading and making labels.
- 3.9. Assist the curatorial team in creating an information leaflet for each new exhibition.
- 3.10. Provide events assistance, including setting up tables, running errands, completing administration tasks (e.g. printing signs and documents) and working the events as needed.

During the internship, the post holder should learn about NGCI's mission, collection and organisational systems, consider the role of NGCI in Caymanian society and work to develop the confidence to speak publicly to a diverse range of visitors.

4. ORGANISATIONAL CHART

See attached.

5. BACKGROUND INFORMATION

This position falls under the supervision of Education Department which delivers 25 monthly programmes to a diverse audience. The department is responsible for using the National Collection and temporary exhibitions to inform visitors about Caymanian culture and heritage and, for school students, weave in teachings from the National Curriculum in areas such as numeracy and literacy. Programmes must be inclusive and provide opportunities for all of the Cayman Islands diverse community.

All duties and requirements listed in this job description are essential job functions. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by the Director or his/her designate.

The post holder must take some responsibility for their own development, utilising the environment, resources and staff to develop their knowledge and interest in the visual arts field over the course of their internship. Where goals and areas of interest are voiced, NGCI will make every effort to provide opportunities.

6. KNOWLEDGE, EXPERIENCE AND SKILLS

Eligibility

The internship is open to applicants who are Caymanian or Caymanian Status holders and who have completed high school upon commencement of the internship. Candidates with high school subjects in art and or/ art history, as well as other fields including business, communications, and other areas of the humanities that may be useful to the museum, are also eligible.

Essential Education and Experience

The position is ideal for a student who has completed their A-level/IB education and is on a gap year from university, or who is a recent graduate from a diploma or bachelor's degree course and is seeking an entry level position within the visual arts/museum field.

Skills and Abilities

The post holder should be able to demonstrate:

- An ability to deal with multiple tasks and effectively prioritise workload;
- Excellent interpersonal and communication skills, both written and verbal;
- Exceptional organisational and planning skills;
- A high level of computer literacy;
- Confidence in public speaking and an interest in interacting with the public; and
- Sound knowledge of Cayman culture and the visual art.

7. ASSIGNMENT AND PLANNING OF WORK

The post holder will work closely with and report directly to the Education Coordinator/Manager, who will assign work and deadlines. They will take responsibilities for the completion of the tasks allocated to them and complete them in a timely manner to ensure the efficient use of NGCI resources.

8. SUPERVISION OF OTHERS

No supervisory responsibilities.

9. OTHER WORKING RELATIONSHIPS

The post holder will work closely with the Education Coordinator, sub-contracted Instructors and the wider Gallery office function to complete the assigned tasks.

10. DECISION MAKING AUTHORITY AND CONTROLS

Controls are The National Gallery Law and policies as well as accepted museum practices, standards, and code of ethics as established by international museum associations. All actions and duties should be completed in accordance with established processes and policies.

11. KEY FEATURES

As an entry level position the post holder will be provided with detailed supervision and follow up. Tasks will be added slowly, with training as each stage, and more responsibilities added as the internship

progresses. The post holder will also be required to invest in their own learning, including reading and visiting galleries in their own time.

12. WORKING CONDITIONS

Contract length

This position is offered on a 12-month fixed term contract.

Working hours

This post is offered on a full-time contract working the equivalent of 37.5 hours per week. Normal office hours are Tuesday and Thursdays 9.30am to 6.00pm and Wednesday, Friday and Saturday 8.30am to 5pm. The post holder will be required to work additional evenings and weekend hours as dictated by the Gallery's events and programmes.

13. ACCEPTANCE

I have read and understood this job description and confirm that I have been provided with a copy for my own records.

Name

Date