

NATIONAL GALLERY JOB DESCRIPTION

Job title: Summer Intern

Job holder:

Reports to:

About the National Gallery of the Cayman Islands (NGCI)

The National Gallery of the Cayman Islands is the country's leading visual arts organization 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 Summer Internship is a training position designed to introduce the successful applicant to the museum and gallery profession. Reporting directly to the NGCI Management Team, the Intern ("position holder") will gain entry level experience in all aspects of gallery operations, including education, business & operations, curatorial, administration and events.

2. DIMENSIONS

Duties are assigned based on the department's placement and the candidate's experience and/or areas of interest.

Education/Curatorial Department

- 2.1. Complete tasks as assigned that support education, curatorial and exhibition programme delivery, including sending emails, making phone calls, filing documents, assisting with conducting research, photo storing and editing.

- 2.2. Assist with the creation and delivery of educational materials and services, including leaflets, brochures, self-guides, demonstrations, tours, classes, exhibits, lectures and workshops;
- 2.3. 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.
- 2.4. Assist during tours of the exhibition hall and/or facility, including handing out materials and directing students/visitors.
- 2.5. Assist the curatorial team during new exhibition development and installation, including taking delivery of artwork, wrapping works, proof reading and making labels.

Business, Administration, and Operations Department

- 2.6. Assist with operational tasks such as answering the telephone, errands, retail sales, filing, banking, and mail services.
- 2.7. Assist with database clean-up by reviewing, updating, and organizing records to ensure data accuracy, consistency, and completeness.
- 2.8. Assist with proper filing and documentation (physical and electronic) of records in accordance with the Cayman Islands National Archive (CINA) Disposal Policy and internal compliance standards.
- 2.9. Act as exhibition hall receptionist, greeting and directing visitors, providing guests with information and acting as shop salesperson.
- 2.10. Provide events assistance, including setting up tables, running errands, completing administration tasks (e.g. printing signs and documents) and working the events as needed.
- 2.11. Support data collection, entry, and analysis using spreadsheets and internal tools
- 2.12. Perform all assigned administrative tasks, as needed.

Collections Department

- 2.13. Supporting the Collections Manager in supporting their efforts in ensuring that Collection pieces are appropriately included in all temporary exhibitions.
- 2.14. Assist the Programmes Department with the development of education content relating to Collections.
- 2.15. Supporting the collections team with performing daily checks of central location exhibition spaces, including, artwork, lighting and environmental controls. Communicating any issues or concerns to the Collections Curator and/or Senior Management.
- 2.16. Supporting the curatorial and collections team in monitoring and ensuring the safety and wellbeing of all NGCI Collections (artwork and library), including supporting through accurate record keeping, filing of paperwork for acquisitions and loans, executing condition reports, access and deaccessions of artworks, and proper storage.

3. PERSON SPECIFICATION

Ideal Candidate: The position is ideal for a student who has completed their A-level/IB education and is on summer break from university, or who is a recent graduate from a Diploma or Bachelor's course and is seeking summer work within the visual arts/museum field before continuing their education.

The successful candidate must be able to demonstrate their familiarity with office procedures and basic computer and typing skills.

4. ASSIGNMENT AND PLANNING OF WORK

The post holder will work closely with and report directly to the Programmes & Exhibitions and Business & Operations managers, 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.

5. OTHER WORKING RELATIONSHIPS

The post holder will work closely with the wider Gallery office and stakeholders, to complete the assigned tasks.

6. DECISION MAKING AUTHORITY AND CONTROLS

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

7. PROBLEM/KEY FEATURES

The post holder will be required to work to tight deadlines and manage competing priorities.

8. WORKING CONDITIONS

Contract length

This post is offered on a one, two or three-month contract starting in June.

Working hours

This post offers a contract working the equivalent of 37.5 hours per week. Normal office hours are Monday to Friday or Tuesday to Saturday as agreed, 8.30am to 5.00pm.

9. 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

Monica Boothe
Office Manger

Date