

## Regional Services Program 2012

### Regional Internship and Staff Placement

The Powerhouse Museum is committed to supporting cultural heritage organisations across New South Wales to record, preserve and display their collections for the benefit of regional communities. Organisations and individuals are invited to submit an application for a Regional Internship or Staff Placement during 2012.

#### Scope

A Regional Internship or Staff Placement offers training and development opportunities for regional museum and gallery workers by providing access to the resources of a large cultural institution. Interns are able to enhance existing knowledge and acquire new skills, access the Museum's collection, receive assistance from a variety of museum specialists, form new professional networks and experience the workings of a large museum.

The program will be offered in 2012 in three parts

- **Collection management** (3 day course TBC March 2012)
- **Interpretation and exhibition development** (3 day course TBC May 2012)
- **Project-based internship** with assistance and ongoing mentoring from Powerhouse Museum staff (timing and location to be negotiated on an individual basis)

Each of the **sessions** will take place over three days based at the Powerhouse Museum and will be delivered by Museum staff. Participants will be able to acquire skills in museum practice in key areas in a group environment and to share their experiences and concerns with people in similar situations from other regional museums. Places will be limited.

The **project-based placement** will focus on an aspect of a specific project underway or planned. While it is usual for the intern to travel to the Powerhouse Museum, Powerhouse Discovery Centre or the Sydney Observatory, it is also possible, if considered more effective, for a project to be undertaken at the regional organisation by the placement of a Museum staff member on site (i.e. staff placement).

Applicants should consider which of these segments best suit their needs and may apply for **any or all of the opportunities**.

#### Duration and timeframe

Internships or Staff Placements will be offered for periods up to 20 days in total. However, the applicant may elect separate placements of two to five days or a regular day per week for a period.

The timing of the project-based placement/s will be negotiated taking the availability and commitments of the intern and Museum staff into account.

### **Eligibility**

The program is available to people working in regional cultural institutions including museums, galleries, historical societies, community organisations, local councils and libraries. It is open to both paid and voluntary staff, either full-time or part-time.

Applicants must reside in NSW and will need to secure the support of their own organisation to be eligible. Their organisation must be based in NSW also. Priority will be given to individuals or organisations not previously involved in the program. Preference will generally be given to geographically isolated or financially disadvantaged organisations and to applicants who demonstrate that they and their collection will derive the greatest benefits from the program. Applications are also encouraged from small groups of people working on projects who would benefit from a team approach to an internship.

### **Financial assistance**

To assist with the expense of relocating to Sydney, the Powerhouse Museum will offer successful applicants a grant of up to \$150 per day to a maximum of \$3000 for 20 days, where financial assistance is needed. An acquittal of funds received to support the internship will be required at the conclusion of the internship. Arrangements for travel and accommodation are the responsibility of the intern.

In the case of Powerhouse Museum staff participating in a staff placement (the conducting of the training at the applicant's home organisation), financial assistance will be directed to covering the costs of Powerhouse Museum staff.

The Powerhouse Museum will not be responsible for any salary costs of interns and during a staff placement the salary of the staff involved will continue to be paid by their own organisation. Interns must be fully covered by their own organisation's workers compensation and public liability insurance and provide a certificate of currency before undertaking the placement.

### **Program evaluation**

At the completion of the internship, the Regional Services Coordinator and the staff member responsible for supervision of the intern will undertake an informal evaluation of the program in consultation with the intern. Factors such as program structure, type of internship, and the benefits to the intern, their institution and the Museum will be assessed to determine if modifications to the program are necessary. An acquittal of funds received will be part of this process.

### **Closing date and enquiries**

Completed application forms should be returned to: Regional Services Coordinator, Powerhouse Museum, PO Box K346, Haymarket 1238 NSW, by 2 September 2011.

For further information about the program, contact Regional Services Coordinator, Powerhouse Museum, tel: 1800 882 092 or (02) 9217 0220 or email: [regionalservices@phm.gov.au](mailto:regionalservices@phm.gov.au)

**The closing date for applications is 2 September 2011.**