

Duty Statement

GRANTPIRRIE

Position	GALLERY INTERN – Registrar
Immediate Supervisor	Gallery Assistant
Salary Range	n/a - volunteer
Entitlements	Daily stipend of \$30.00
Hours of Work	minimum of one day per week for a six month period, to be carried out within the following hours: 10.00am – 6.00pm Tuesday – Friday 11.00am – 5.00pm Saturday
Date Approved	08/01/2008 by the Director

This Statement represents an accurate description of the role.

Role of GRANTPIRRIE

Since opening in 2002, GRANTPIRRIE has established itself as a leading venue for the presentation of contemporary art in Sydney and Australia. The gallery's core program of exhibitions by local, national, and international artists showcases a broad spectrum of contemporary practice across diverse media, and cultural and conceptual foundations. GRANTPIRRIE currently represents seventeen artists.

The Directors are committed to supporting work that is at the vanguard of contemporary art practice, nurturing artists through primary dealership, and situating the Gallery's activities in relation to local context as well as international discourse.

In addition to exhibiting new work by gallery artists and producing regular publications, GRANTPIRRIE hosts projects by unrepresented and emerging artists and curated group exhibitions. These projects take place either in Gallery 1, Gallery 2 or our window box.

Position Summary

GRANTPIRRIE is currently seeking a motivated person with a strong sense of initiative to join our team. The GALLERY INTERN – Registrar will be responsible for a range of tasks relating to the movement of work into and out of the Gallery. In addition, this position will be responsible for the appropriate classification of images, and play a pivotal role in maintaining the Gallery's web presence. Interns work closely with supervising staff, and are given a reference at the completion of their internship.

The duties associated with this role include, but are not limited to the following:

- Sorting, cataloguing the Gallery's digital image archive. Cataloguing of all digital show reels, viewing/exhibition copies of artworks, and editioned digital works in stock at the Gallery;
- Maintenance of the chronological Gallery archive containing all published exhibition ephemera and press specific to GRANTPIRRIE exhibitions. The archive is a permanent historical record of the Gallery's programming;
- Processing of general published press and exhibition ephemera into artist folders and update/maintenance of artist folders prior to exhibitions;
- Assist with artwork consignments and registration, institutional loans, organisation of transport, and artwork handling; and
- General assistance as required.

Skills and Knowledge

The applicant must have strong organisational, research and communication skills, both oral and written. Reliability is important. Knowledge of contemporary art and artists in Australia is advantageous. The applicant will either have completed or be enrolled in a degree level course in Visual Art, Art History, Design, Arts Management, or a suitably related discipline.

Training Provided

The Intern will receive hands on experience and training in best practice standards for the handling of art. Further, the intern will be supported to develop applied knowledge relating to Gallery systems and protocols.

Benefits

This is an opportunity to demonstrate professional level skills working as part of a team while gaining insight into the operations of a Gallery. Interns will be provided with a reference at the completion of the internship, with the Gallery willing to act as a referee when appropriate.

To apply

Email or post a letter addressing the skills and qualifications section, clearly outlining your interest in the position (max one page) including a current curriculum vitae with the details of at least two professional or academic referees to lauren@grantpirrie.com, or alternatively:

GRANTPIRRIE
Internships
86 George Street
Redfern NSW 2016

For further information please contact the gallery on 02 9699 9033. Applications close 6pm Thursday May 6 2010.