



Position title	Youth Programs Internship
National Gallery level	NGA1
Position number	
Employment type	Non-ongoing - Casual
Department	Learning
Portfolio	Artistic Programs
Immediate supervisor	Youth Program Convenor
Direct reports	N/A
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship Police Check ACT Working with Vulnerable People Check

ABOUT THE GALLERY

The National Gallery is one of Australia's leading visual arts institutions. The National Gallery is based in Canberra and is a vital part of the Australian cultural landscape. Our Purpose is to collect, preserve, promote and share the national collection of art. The Vision of the National Gallery is to be the international reference point for art in Australia, inspiring all people to explore, experience and learn. Our Values include Boldness, Integrity, Respect and Excellence.

WORKING AT THE GALLERY

When you work at the National Gallery you will be exposed to some of the world's leading Australian and international art and artists. We are located in the National triangle on the waterfront and your lunchtimes can be spent in our beautiful sculpture garden or around Lake Burley Griffin.

We support flexible working practices, including working from home, and you will have access to low-cost, onsite car parking.

The National Gallery is committed to the health, safety and wellbeing of our people and we expect our people to share this commitment and work safely at all times.

We value the contribution that a diverse workforce brings and encourage people from a diverse background to apply. This might include identifying as First Nations peoples, people with a disability, culturally and linguistically diverse people and LGBTQIA+ people.

OVERVIEW OF THE ROLE

The Youth Programs Internship is a unique opportunity to learn the inner workings of the National Gallery's Learning Team, gaining valuable experience in arts programming and audience engagement. In this role you will be directly involved in planning, creating, and delivering initiatives that connect young Australians with art, artists and the national collection.

As part of the Learning Team, you will contribute to the development and delivery of public programs, workshops, and experiences with art and artists. This role provides hands-on experience in arts administration, project management, program development, event delivery and audience management while offering insight into how cultural institutions engage diverse communities.

This internship allows you to develop industry knowledge, build professional networks, and gain first-hand exposure to the dynamic work of an arts institution. You will be mentored by experienced professionals and work within a collaborative team that values creativity, innovation, and inclusive engagement.

This is a casual, non-ongoing opportunity.

OUR IDEAL CANDIDATE

Our ideal candidate has a strong interest in the visual arts and community engagement, and is eager to learn and contribute to team projects. Creativity, enthusiasm, and a passion for engaging young people and other audiences with art are essential for this role.

You possess effective communication and collaboration skills, with the ability to work efficiently under guidance while following established processes.

You demonstrate attention to detail, a proactive approach to your work, and well-developed organisational skills.

A willingness to learn new skills and work as part of a small team is crucial. You are a creative thinker, proactive and can set priorities to achieve shared outcomes.

You have an understanding and awareness of First Nations art and artists and share the National Gallery's commitment to centring the voices of First Nations artists and communities.

WHAT WILL YOU DO? – DUTY STATEMENT

In accordance with the APS 1 work level standards, you will:

- Attend fortnightly onsite meetings at the Gallery and participate in workshops and activities to learn about program and audience development; gain insights into working with art and artists; and contribute to the planning of youth engagement initiatives at the National Gallery.
- Under the direction of National Gallery staff contribute to the development and delivery of established programs that connect young people with art, artists, and the national collection such as [Art Labs](#), Sensory Sunday and the [National Summer Art Scholarship](#).
- Contribute to the production and delivery of youth engagement programs for major National Gallery events such as exhibition openings.
- Assist in identifying new ways to engage diverse young people across Australia with the national collection, ensuring programs remain relevant and inclusive.
- Following the Social Media Policy, contribute to creating content for the National Gallery Youth Instagram account.

- Learn public speaking and interview skills to co-write and co-host an in conversation series with exhibiting artists and Gallery Staff.
- Participate in debriefs and provide constructive feedback to evaluate the impact of programs and support continuous improvement in youth engagement at the National Gallery.

WHO ARE WE LOOKING FOR?

To be successful in this role you will need to demonstrate, or have the ability to develop:

1. **Effective communication skills including active listening**, share information clearly and foster a positive and productive team environment. Seek clarification when needed, maintain open communication with your supervisor, and stay informed to contribute effectively to projects and initiatives.
2. **Work well in a teamwork environment**, contribute expertise, share insights, and collaborate effectively to achieve shared outcomes.
3. **Support shared purpose and direction** of the Learning team and assist in the delivery of projects under direction of the Program Convenor, providing high quality customer service when engaging with internal and external stakeholders.
4. **Staying organised and thinking creatively** in a dynamic environment, managing tasks efficiently, and prioritising workload will be essential in this role to support the success of youth engagement initiatives at the National Gallery.
5. **Act with integrity and kindness**, showing judgement and professionalism in all that you do to reduce risk within your team and the broader Gallery, and when representing the Gallery with external stakeholders.

HOW TO APPLY

You should provide a tailored CV (**maximum of three pages**) along with a **statement** of no more than **two pages** that outlines your skills, capabilities and experience, against the information above.

In your statement response you should keep in mind the capabilities and behaviours required to be successful for this role, as identified in the information above. Try not to duplicate information that can be found in your CV but do highlight any specific examples or achievements that demonstrate your ability to perform the role.

ELIGIBILITY:

Citizenship – To be eligible for employment with the Gallery, you must be an Australian citizen.

Police Check – to be eligible for this role you must complete a police check.

Working With Vulnerable People Check (WWVP) – to be eligible for this role you must hold a current WWVP card.

WORK, HEALTH & SAFETY OBLIGATIONS

The National Gallery is committed to the health, safety and wellbeing of our people and we expect our people to share this commitment and work safely at all times.

This role is required to ensure that they meet duty of care obligations as required under WHS legislation. This is achieved by:

- being accountable and taking ownership of health and safety matters within their control or ability to promote a culture of health and safety within the National Gallery
- working with colleagues to enhance health and safety and ensure that it becomes a part of everyday National Gallery business.
- completing health and safety reporting in an accurate and timely manner.

CONTACT

Further information about the position may be obtained by contacting Youth Programs Convenor, Mary Kendell, on +61 2 6240 6759 or mary.kendell@nga.gov.au