



**Internship position available: Museum Assistant**

**Deadline: 5 January 2024**

Rupert Art Foundation Internship Programme - we are offering an 11-month, paid internship at the Rupert Museum in Stellenbosch from 1 February 2024.

**Synopsis:** The successful candidate will work closely with the museum's curatorial team in the areas of art collections management, exhibitions, tours, media, marketing and events. There will also be an opportunity to assist in developing educational and general public programming. The range of duties will give the candidate valuable experience and exposure to a wide variety of museum related roles.

**Job Description:**

- Assist with art handling and logistics during exhibition installation, photography, etc.
- Daily duties such as answering the phone, e-mail correspondence, assistance with bookings for events, etc.
- Gallery tours and developing pod casts and sound bites related to exhibitions and the museums art collection.
- Support to marketing and events co-ordinator with adverts and content for social media.
- Support to curator for research on exhibitions and art collection.
- Ad-hoc support to the rest of the museum team (i.e. visitor liaison at events).

**Goals:**

- Participating as required in the development and activating of the museums public programming items.
- Assisting with marketing of the museum particularly through social media to grow and develop new audiences.

- Developing the art talks/presentations programme as inspired by the exhibitions and art collection.
- Assisting in the production of podcasts and video recordings of events.
- Assisting with furthering research on the collection and digitisation.
- Assisting at the research library to manage the collection and assist researchers.
- Learning the various aspects of working in an art museum.

**Experience and abilities required:**

- Having completed an arts related degree/qualification.
- Experience with maintaining social media accounts (Facebook and Instagram).
- Good writing and communication skills.
- A proficiency with basic sound & video equipment.
- Computer literate, with basic proficiency with Adobe and/or InDesign.
- Ability to work well within a team and to work independently.
- Being friendly and service-orientated towards all gallery visitors.

Remuneration: R8 000/month.

Working hours: Monday to Friday 8:30 – 17:30, as well as ad hoc weekends for events.

To apply, please send the following to [info@rupertmuseum.org](mailto:info@rupertmuseum.org) by 5 January 2024, with the subject line: Internship 2024.

- CV
- a letter of motivation
- contactable references
- certified copy of your ID
- copy/ies of certificate(s)