



The
Australian
Ballet

Collections Intern (Opportunity for Media, Arts or History student)

Internship Details

Hours: 80	Start Date: October 2017
Location: Southbank	Closing date: 4pm on Monday 25 September

The Australian Ballet

The Australian Ballet exists to inspire, delight and challenge audiences through the power of its performances.

The Australian Ballet is one of the world's premier ballet companies and has delivered extraordinary performances for over 50 years. A commitment to artistic excellence, a spirited style and a willingness to take risks have defined the company from its earliest days, both onstage and off.

The company regularly represents Australia on the world stage and has performed to critical acclaim in 87 cities worldwide including New York, Shanghai, Tokyo, London and Paris. Caring for tradition yet daring to be different, The Australian Ballet performs beloved classical ballets and commissions new work annually. The Australian Ballet presents upwards of 250 shows and 1,700 education and audience engagement events each year.

In addition to 80 exceptional dancers, The Australian Ballet employs master craftspeople and leaders in production and technical support, dance education, marketing, philanthropy, finance, IT, human resources, external relations as well as an orchestra of 62 musicians (Orchestra Victoria).

Internship

The Australian Ballet is looking for an intern to join our collections team. Our Collections Management Program is responsible for the documentation of The Australian Ballet's production assets comprising in excess of 30 000 costumes, and scenery and props for 100 Productions.

We seek an intern who can predominantly participate in an image project that will require the intern to rename and match costume images to their records in the Vernon CMS database. Other tasks may include assisting with linking Vernon records to RFID chips in the costumes and:

- Assist in the digital image management of costume images, methodically working through each set of images and their associated records and renaming them according to a naming convention.
- Assist in the bulk upload of costume images to the Vernon CMS database.
- Contribute feedback, concerns, ideas re enhancing the process of image management.
- Assist with RFID tag assigning where required.
- Assist the collections registration assistants with costume audits where required.
- Provide support to social media specialist

Selection Criteria

We are looking for an undergraduate student who is majoring in **Media, Arts or History**.

This intern will require:

- excellent attention to detail
- high-level writing and computer literacy.

Experience in managing large volumes of digital images and an interest in or experience in cultural heritage and collection management is desirable.

Hours of Work

The successful applicant can negotiate the hours and days of work with the host employer.

This is an 80 hour, unpaid co-curricular internship.

Application Procedure

The closing date for applications is 4.00pm on Monday 25 September 2017. *Late applications will not be accepted.*

STEP 1 > All applicants are required to upload their resume and cover letter (outlining why you are interested in the cadet placement) via CareerHub (click on Ask a Question) for review by a Careers Team staff member.

Bundoora students >> you can visit the Career Ready drop-in which is located in the David Myers Building, Level 2, Rm 238

Please check the website for hours > www.latrobe.edu.au/students/careers/contacts

NOTE: Applications will not be considered unless resumes and cover letters have been reviewed by the Career Ready team.

STEP 2 > Once your resume and cover letter have been reviewed and updated, please submit to Diane Micallef, Internship Advisor via email: d.micallef@latrobe.edu.au.

STEP 3 > Applicants are interviewed and shortlisted

STEP 4 > Shortlisted applicants are referred to the host employer

STEP 5 > Host employer selects applicants to interview

STEP 6 > Successful applicant selected and notified.

STEP 7 > Before commencing the internship, the successful applicant must submit a completed Career Ready Placement form.

For further information regarding this opportunity, please go to CareerHub:

<https://latrobe.careerhub.com.au/students/jobs/detail/506260>

