Role Description
Powerhouse Photography (Paid) Intern

POWERHOUSE

Cluster	**Enterprise, Investment & Trade**
Department/Agency	**Powerhouse Museum**
Division/Branch/Unit	**Strategy & Operations / Digital Content Team**
Role number	**N/A**
Classification/Grade/Band	**Clerk Grade 1/2**
Date of Approval	**August 2024**
Agency Website	**powerhouse.com.au**

Agency overview

Powerhouse sits at the intersection of arts, design, science and technology and plays a critical role in engaging communities with contemporary ideas and issues. We are undertaking a landmark $1.4 billion infrastructure renewal program, spearheaded by the creation of the flagship museum, Powerhouse Parramatta; expanded research and public facilities at Powerhouse Castle Hill; the renewal of the iconic Powerhouse Ultimo; and the ongoing operation of Sydney Observatory. The museum is custodian to more than half a million objects of national and international significance and is considered one of the finest and most diverse collections in Australia. We are also undertaking an expansive digitisation project that will provide new levels of access to Powerhouse Collection.

About Powerhouse Photography

Powerhouse Photography is an annual program made possible through funds generously donated by the Australian Centre for Photography. Through an ongoing series of programs, publications, learning and research activities, Powerhouse Photography will amplify the profile of Australian photography and lens-based media, supporting photographers through commissions, acquisitions and national and international engagement opportunities. Powerhouse Photography also presents an opportunity to revisit the Powerhouse's 19th and 20th-century photographic collections through programs, commissions, research and digital engagement.

In 2024–2025, Powerhouse Photography aims to further its impact by focusing on five pillars: collection, community, industry, learning and access. The Powerhouse Internship is an important and valued element of this strategy.

Primary purpose of the role

As the Powerhouse Photography Intern, you will support the multifaceted work of the Powerhouse Photography team. Working collaboratively with the Powerhouse Photography leads and other key internal and external stakeholders, you will contribute to a range of projects at the museum. Projects may include, but not be limited to: exhibitions, collections documentation, public programs, and digital engagement. This an exciting opportunity to enhance your skills and knowledge related to historical and contemporary photographic and lens-based practice through creative problem-solving, research, project development and production.

Key accountabilities

- Support curatorial research and collections documentation
- Assist with the research, development and delivery of public programs
- Contribute to digital engagement strategies and outreach to diverse audiences

Key challenges

- Working collaboratively with Museum staff who are physically distributed across sites.
- Collaborating with project leads, ensuring that tasks are prepared on time for relevant meetings and deadlines.
- Ensuring the provision of a high standard of internal and external communications.

Key relationships

Internal

Who	Why
Powerhouse Photography Leads	● Report Daily/Weekly as needed. Receive guidance and feedback.

Role dimensions

Decision making

Works under the direction of the Powerhouse Photography Leads and ensures all established processes and guidelines are adhered to and delivery requirements are achieved within required timeframes.

Refers to Powerhouse Photography Leads for decisions that relate to changes to day-to-day priorities and decision-making.

Reporting line

Powerhouse Photography Leads

Direct reports

Nil

Budget/Expenditure

Nil

Key knowledge and experience

This internship can be tailored to candidates at undergraduate or postgraduate levels. We are seeking candidates with an interest in developing skills across contemporary museum practice. Students interested in pursuing careers in the museum and gallery sector, and artists with a practice in photography and/or lens-based media, are equally welcome to apply.

- Current Tertiary student in one or more of the following areas: Art History, History, Photography, Film, Visual Communication/Design, Museum Studies/Curating
- Specific interest and/or experience in photography and lens-based practice
- Solid organisational, administration and communication skills
- Solid research skills and attention to detail
- Curiosity and drive to learn

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- Ability to work collaboratively and autonomously depending on project needs
- Desirable: Basic proficiency in digital communication, i.e. familiarity with Adobe Creative Cloud and ability to navigate common digital platforms and channels effectively

Capabilities for the role

The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.
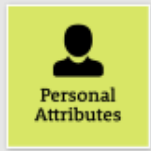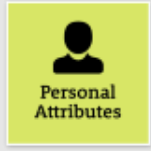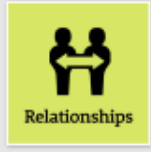
The capabilities are separated into focus capabilities and complementary capabilities

Focus capabilities

Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

Focus capabilities

Capability group/sets	Capability name	Behavioural indicators	Level
Personal Attributes	**Display Resilience and Courage** **Be open and honest, prepared to express your views, and willing to accept and commit to change**	Be open to new ideas and approaches Offer own opinion, ask questions and make suggestions Adapt well to new situations Do not give up easily when problems arise Stay calm in challenging situations	Foundational
Personal Attributes	**Manage Self** **Show drive and motivation, an ability to self-reflect and a commitment to learning**	Be willing to develop and apply new skills Show commitment to completing assigned work activities Look for opportunities to learn and develop Reflect on feedback from colleagues and stakeholders	Foundational
Relationships	**Communicate Effectively** **Communicate clearly, actively listen to others, and respond with understanding and respect**	Focus on key points and speak in plain English Clearly explain and present ideas and arguments Listen to others to gain an understanding and ask appropriate, respectful questions Promote the use of inclusive language and assist others to adjust where necessary Monitor own and others' non-verbal cues and adapt where necessary Write and prepare material that is well structured and easy to follow Communicate routine technical information clearly	Foundational

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	Work Collaboratively **Collaborate with others and value their contribution**	Work as a supportive and cooperative team member, sharing information and acknowledging others' efforts Respond to others who need clarification or guidance on the job Step in to help others when workloads are high Keep the team and supervisor informed of work tasks Use appropriate approaches, including digital technologies, to share information and collaborate with others	Foundational
	Deliver Results **Achieve results through the efficient use of resources and a commitment to quality outcomes**	Seek clarification when unsure of work tasks Complete own work tasks under guidance within set budgets, timeframes and standards Take the initiative to progress own work Identify resources needed to complete allocated work tasks	Foundational
	Plan and Prioritise **Plan to achieve priority outcomes and respond flexibly to changing circumstances**	Plan and coordinate allocated activities Re-prioritise own work activities on a regular basis to achieve set goals Contribute to the development of team work plans and goal setting Understand team objectives and how own work relates to achieving these	Foundational
	Think and Solve Problems **Think, analyse and consider the broader context to develop practical solutions**	Ask questions to explore and understand issues and problems Find and check information needed to complete own work tasks Identify and inform supervisor of issues that may have an impact on completing tasks Escalate more complex issues and problems when these are identified Share ideas about ways to improve work tasks and solve problems Consider user needs when contributing to solutions and improvements	Foundational
	Project Management **Understand and apply effective planning, coordination and control methods**	Understand project goals, steps to be undertaken and expected outcomes Plan and deliver tasks in line with agreed project milestones and timeframes Check progress against agreed milestones and timeframes, and seek help to overcome barriers Participate in planning and provide feedback on progress and potential improvements to project processes	Foundational

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.
Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

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Capability group/sets	Capability name	Description	Level
Personal Attributes	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Foundational
Personal Attributes	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Foundational
Relationships	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Foundational
Results	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Foundational
Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
Business Enablers	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Foundational
Business Enablers	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational

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