FREQUENTLY ASKED QUESTIONS

1. **What is the Tautai Oceania Internship Programme?**

   Generously funded by Creative New Zealand and proudly delivered by Tautai, the Tautai Oceania Internship Programme aims to foster niu Pacific arts managers and leaders, support and strengthen our Pacific arts infrastructure and establish professional pathways for young emerging Pacific practitioners to further develop their arts management skills.

2. **What is a Host Organisation?**

   **Host Organisations** – Organisations providing placement to interns for the duration of the programme are referred to as ‘Host Organisations’

3. **What is an Intern?**

   **Intern** – Teina - Successful candidates offered an internship carry out work for and gain experience at a selected Host Organisation. Tautai Contemporary Pacific Arts Trust employs the Intern on a fixed-term employment contract but the Intern will be on internship placement with the selected ‘Host Organisation’

4. **How long is the placement period for an Intern?**

   The internship takes place for a maximum of 20 consecutive weeks.

5. **Does an Intern get paid?**

   Yes, Intern or Teina are employed by Tautai Contemporary Pacific Arts Trust on a fixed-term contract basis and are remunerated weekly in accordance with the current living costs.

   Interns who are placed in a Host Organisation located in a different city from where they currently reside receive support from Tautai to relocate and are offered an additional stipend on top of their weekly pay.

6. **What is expected from the Intern during their placement?**

   Placement expectations are defined by the the Host Organisation, who provides a Job Description which outlines the job/role, key results area, critical tasks with the key performance indicators and person specifications.

   Interns are also expected to attend key events throughout the duration of the programme which aim to awhi, support and build skills within the intern cohort. Overall expectations for the Intern are outlined in the fixed-term employment contract.

7. **How many hours per week does an Intern have to work?**

   The intern will be expected to work a maximum of 40 hours per week with their Host Organisation.

8. **How are interns selected?**

   We are looking for candidates that are dedicated and ambitious who wish to expand upon their current experience in arts administration and management.
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Applicants will either have a tertiary qualification and/or equivalent of a minimum three years experience working within the arts. Tautai will work with the selected Interns to place them with appropriate Host Organisations throughout Aotearoa New Zealand.

Shortlisted applicants will be interviewed by a panel of assessors including Tautai Director, and Programmes Manager alongside a selection of working industry professionals. All shortlisted candidates will be asked identical questions and final selections will be made using Rubric grading system.

9. What additional support is offered to the intern?

The Internship Programme offers mentorship support through a Tuakana Teina model.

10. What is a Tuakana?

External Pasifika tuakana (mentors) will care for our teina (interns) during their time with their Host Organisations – supporting them throughout the duration of their internship journey while strengthening their connections to the wider Pacific arts sector.

11. How do I apply to be a Host Organisation?

Host organisations interested in participating in the internship programme can send through their Expression of Interest to applications@tautai.org

Please send an email detailing your organisation and a draft job description for potential interns. Job descriptions can be amended later on during the selection process.

12. How are Host Organisations selected?

Host organisations are selected based on:

- Appropriate pairing for selected interns for the annual programme
- Meaningful engagement
- Skill Development Plan
- COVID 19 Risk and Mitigation Plan
- Supporting information provided in the Expression of Interest to be the Host Organisation

Internship applicants will be shortlisted based on the assessment and evaluation by the Tautai Interview Panel. Host Organisations will be notified of their success once interns have been selected for the programme.

Confirmed Host Organisations will need to sign a fixed-term employment contract between Tautai, Intern and Host Organisation which will outline the terms and conditions of the placement prior to commencement.

13. What are the responsibilities of the Host Organisation?

To provide a safe, welcoming, and meaningful placement for the Intern during the placement period. To have a representative attend key events throughout the duration of the placement.

We encourage Host Organisations to provide a letter of support to Interns at the end of the placement, this is not a required responsibility but add’s to the value of the programme for Interns looking for future employment.

14. Who should I contact if I have any queries?

For queries about the Tautai Oceania Internship Programme please contact programmes@tautai.org alternatively you can call 09 376 1665