



VACANCY

WORK BASED EXPERIENCE OPPORTUNITY FOR GRADUATES

ADMINISTRATION: ART BANK OF SOUTH AFRICA (18 months)

The National Museum, Bloemfontein invites applications for the following position:

Art Bank of South Africa (ArtbankSA) is seeking a dedicated motivated and detail-oriented graduate intern to gain work experience as part a project team working on all aspects of the ArtbankSA daily operation. This internship is open to recent graduates and young professionals who seek experience in arts administration and project management, assisting on special projects and collaborations, and assisting in content creation for media platforms. The Art Bank of South Africa (ArtbankSA) is a programme of the Department of Sport, Arts and Culture hosted by the National Museum, Bloemfontein.

Requirements

Knowledge, Skills and Abilities

Qualification: Qualification in office administration or any other relevant qualification (NQF 6 +) OR Qualifications in Fine Arts OR Qualification in business support programme.

Knowledge: Proficient in Microsoft Office (Word, Excel, PowerPoint and outlook). Knowledge of the Arts and Culture sector will be advantageous. Proficiency in Adobe CC would be advantageous.

Personal Attitudes: Excellent communication (verbal and written) skills in English and interpersonal skills; organised, ability to work under pressure and to deadlines, self-motivated, ability to work well within a team, strong bias towards detail and accuracy, and ability to work with multiple projects simultaneously. Strong sense of responsibility. Speaking Sotho, Afrikaans or Tswana would be an advantage.

Key Performance Areas

The candidate is responsible for the following:

- Provide project team with administrative support
- Assist in organising and maintaining the office calendar
- Assist project management, communications, and marketing of the ArtbankSA programme
- Develop enticing copy solutions for print, social media and digital
- Support logistical arrangements of programme events and functions as directed by the Project Manager
- Assist with ArtbankSA meetings, including meeting documents, travel, and accommodation for ArtbankSA
- Liaise with service providers
- Update records, databases, registers, and complete performance reports
- Research arts, culture and heritage trends and developments

Recruitment Details

- Communication will be limited to the short-listed candidates only.
- Short-listed candidates will be subjected to a comprehensive selection process
- The National Museum is committed to Employment Equity and aims to attract and retain talented individuals to achieve its equity objectives. Therefore, people from designated groups, including those with disabilities, are urged to apply.
- The National Museum reserves the right not to fill an advertised position.
- If you meet ALL the stated requirements, kindly e-mail your application to hr@nasmus.co.za, accompanied by the following documents: cover letter, the National Museum job application form obtained from the Museum website or reception, certified copies of ID and qualifications, a comprehensive CV (including 3 contactable referees. Should you not hear from us within 1 month after the closing date, consider your application unsuccessful.
- Applications not meeting the criteria will be disqualified.
- Should you not hear from us within 21 days after the closing date, consider your application unsuccessful

An Intern will receive a monthly stipend equivalent to the NQF level.

Enquiries: For further enquiries, contact HR department on 051 447 9609

Closing date: 8 September 2021