

# Mentorship, International Fellowship and Internship Program 2020–2021

## GUIDELINES

**Potential applicants must contact M&G QLD  
between 28 January 2020 and 28 February 2020  
to discuss their Expression of Interest**

Museums & Galleries Queensland (M&G QLD), with the support of the Queensland Government through Arts Queensland, is offering a Mentorship, International Fellowship and Internship Program for paid staff and volunteers working in Queensland public museums and galleries in 2020–2021.



**Museums & Galleries Queensland (M&G QLD) is the peak professional body for the public museum and gallery sector in Queensland. M&G QLD promotes, supports and provides services to foster excellence in museums, galleries and keeping places. We strive to ensure a future where museums, galleries and keeping places are relevant, accessible and valued by their communities.**

## ABOUT THE PROGRAM

### **Museums & Galleries Queensland (M&G QLD) Mentorship, International Fellowship and Internship Program 2020–2021**

supports paid staff and volunteers in public, not-for-profit museums and galleries located in Queensland to access expertise in cultural institutions in Australia and overseas for the purpose of professional development.

This initiative has been developed to build the capacity of Queensland's museum and gallery sector, its workers and the communities they serve. The program aims to create opportunities for paid professionals and volunteers in museums and galleries located within Queensland to extend their knowledge, enhance their skill levels, build and strengthen key networks, stimulate discussion and foster collaboration with industry colleagues.

Objectives of the Program are to:

- Support great arts and culture through professional development for the museum and gallery sector.
- Increase access to individual professional development opportunities for museum and gallery staff and volunteers.
- Provide direct experience of best museum practice in line with the *National Standards for Australian Museums and Galleries V1.5 (2016)*.
- Inspire and develop leadership in the museum and gallery sector through collaborative learning and the sharing of skills and knowledge in lasting networks.
- Disseminate learnings from the mentorships, international fellowships and internships through case studies of inspiring examples of best practice, such as new ways of involving audiences and communities.

There are three different types of programs offered. Details are outlined below.

There is a single application form which can be used for any of the three programs, available either in 'fillable' PDF or Word format. It can be downloaded from Museums & Galleries Queensland's website, [www.magsq.com.au](http://www.magsq.com.au), or by contacting M&G QLD on **P:** 1800 866 101 or 07 3059 9740, **E:** [information@magsq.com.au](mailto:information@magsq.com.au).

***For full-time or part-time paid professionals in Queensland public galleries and museums, two types of programs are offered:***

PROGRAM 1: **GALLERY OR MUSEUM MENTORSHIP** (SEE PAGES 6–7)  
4 opportunities @ \$3,000 each

PROGRAM 2: **INTERNATIONAL FELLOWSHIP** (SEE PAGES 8–9)  
2 opportunities @ \$6,000 each

***For full-time or part-time volunteers in Queensland public galleries and museums, one program is offered:***

PROGRAM 3: **VOLUNTEER INTERNSHIP** (SEE PAGES 10–11)  
4 opportunities @ \$3,000 each

**IMPORTANT DATES**

28 JANUARY TO 28 FEBRUARY 2020

Potential applicants must contact M&G QLD to lodge an Expression of Interest. M&G QLD will work with applicants to find appropriate mentors and host organisations based upon the applicant's professional development focus.

BY 3 APRIL 2020

M&G QLD and applicants finalise mentors and host organisations.

30 APRIL 2020

Applicants submit completed application form to M&G QLD. Applications will be peer assessed and outcomes will be notified by 29 May 2020.

BETWEEN 1 JULY 2020 AND 30 JUNE 2021

Successful applicants undertake two-week placements.

## How to Apply

1. Potential applicants must contact M&G QLD's Executive Director or General Manager to discuss their Expression of Interest between **28 January 2020** and **28 February 2020** before contacting a prospective host venue and before commencing the application. *Please do not contact us regarding the EOI outside of these dates, and please ensure that you have read the Guidelines and Application Form prior to making contact.*

**Rebekah Butler**  
**Executive Director**  
 (Mon–Thu)  
**T:** 1800 866 101 (freecall)  
 07 3059 9744 (direct)  
**E:** rebekah.butler@magsq.com.au

**Debra Beattie**  
**General Manager**  
 (Mon–Fri)  
**T:** 1800 866 101 (freecall)  
 07 3059 9741 (direct)  
**E:** debra.beattie@magsq.com.au

M&G QLD will work with applicants to confirm a mentor and host organisation by 3 April 2020.
2. Following confirmation of the mentor and host organisation, the applicant must complete the application form and email by **5:00 pm, 30 April 2020** to: [debra.beattie@magsq.com.au](mailto:debra.beattie@magsq.com.au)
3. For Mentorship and International Fellowship applicants, attach a copy of the applicant's CV – this should include a summary of professional development opportunities that they have undertaken.
4. For Volunteer Internship applicants, attach a copy of the applicant's CV or a summary of work experience/roles undertaken (no longer than one page).
5. All applicants to provide evidence from their organisation to demonstrate that the applicant will be covered by the organisation's insurance during the placement period.  
*If the organisation is unable to provide this cover, applicants may include the cost of an insurance policy in their expenditure. Applicants must contact M&G QLD to discuss.*
6. Attach a letter of support from their organisation.
7. Attach the endorsed proforma *Letter of Agreement from the Host Organisation*, or note that M&G QLD has agreed to find you an appropriate host venue. The Letter of Agreement is provided with the Application Form.

### Assessment Process

M&G QLD staff will acknowledge receipt of applications by email.

Eligible applications will be assessed by a panel of industry peers and at least one M&G QLD senior staff.

Host venues will be contacted during the assessment process. M&G QLD staff will notify applicants of the assessment outcomes by 29 May 2020.

It is a requirement of the funding that the assistance of the M&G QLD 2020–2021 Mentorship, International Fellowship and Internship Program be acknowledged in all material about the program. Specific acknowledgement requirements will be provided to successful applicants.

### Contribution to sector professional development publications and events

As a condition of funding, successful applicants must, if requested by M&G QLD and/or Arts Queensland, be prepared to share their learning and professional development experience both during and after their placement, e.g. social media, articles, speaking at forums and events.

### Grant Acquittal

An acquittal report form will be provided to successful applicants detailing requirements for a reflective report on the mentorship, international fellowship or volunteer internship (1–3 pages) and an acquittal of funds (including receipts for expenditure). This will be required 6 weeks after the conclusion of the placement and no later than 17 July 2021.

Photographs and media coverage should be included in the acquittal documentation. M&G QLD and/or Arts Queensland may use all or part of the acquittal report and support material for marketing purposes.

### Mentorship, International Fellowship and Internship Application Form

The Mentorship, International Fellowship and Internship Application Form (available in 'fillable' PDF or Word format) can be downloaded from M&G QLD's website

**W:** [www.magsq.com.au](http://www.magsq.com.au)

or by contacting M&G QLD on

**P:** 1800 866 101 (freecall)

or 07 3059 9740

**E:** [information@magsq.com.au](mailto:information@magsq.com.au)

## **PROGRAM 1: MENTORSHIP** **2020–2021 GUIDELINES**

**Gallery or Museum Mentorship x 4 opportunities**  
**Amount Available: Up to \$3,000 per applicant**

### **Program Outline**

M&G QLD invites applications from emerging and mid-career professionals in public, not-for-profit museums and galleries located in Queensland. Applications from established professionals in Queensland public galleries and museums would also be considered favourably.

Successful applicants will be offered a two-week placement working with their mentor/s in the host institution in order to expand their professional skills, knowledge and networks in such areas as (but not limited to) curatorial practice, public programming, audience development, collection management, digitisation.

The Gallery and Museum Mentorships allow the applicant to nominate their professional development focus and to choose their host venue in consultation with M&G QLD.

Applicants may nominate a preferred host venue and/or mentor in a Queensland or interstate institution or may request assistance from M&G QLD in the identification of suitable mentor/s and host venue.

If applicants require assistance from M&G QLD, they will be asked to indicate the type of experiences they would like to include in their mentorship and to advise of any preferences they may have, e.g. preferred location of organisation. If assistance is requested, M&G QLD will provide applicants with a shortlist of possible institutions who have indicated a willingness to act as hosts.

### **Eligibility**

Applicants must:

- Be in a paid full-time or part-time position in a public, not-for-profit museum, gallery, collecting or exhibiting institution located in Queensland.

*PLEASE NOTE: State Government employees are ineligible.*

- Have the support of their own organisation for their application.

*PLEASE NOTE: The applicant's organisation is expected to pay the applicant's salary during the two-week mentorship.*

- Be fully covered by their own organisation's insurance policy. *If the organisation is unable to provide this cover, applicants may include the cost of an insurance policy in their expenditure. Applicants must contact M&G QLD to discuss.*
- Be able to fulfill their placement prior to 30 June 2021.
- Be prepared to participate in an evaluation of the program.
- Be prepared to disseminate their learning with peers and colleagues via case studies at conferences, articles for industry publications and/or online including social media.

### Selection Criteria

The selection process takes into consideration:

- Appropriateness of the professional development opportunity for the applicant.
- Commitment from the applicant, the applicant's organisation, the host institution and mentor personnel.
- The benefits to the applicant and their organisation.
- The applicant's initiative, motivation and communication skills.

- The applicant's capacity to apply new learnings in their current workplace.

*Note: Organisations may submit applications to more than one category. However as priority will be given to spreading opportunities across organisations and geographic areas, it is unlikely that more than one opportunity will be awarded to any one organisation in 2020–2021.*

### Financial Assistance

Funding of up to a total of \$3,000 is available for:

- The travel, accommodation and living expenses for the applicant to undertake their two-week mentorship. *PLEASE NOTE: Arrangements for travel and accommodation are the responsibility of the applicant.*
- Costs of communication with the mentor or host institution (such as telephone, internet, printing costs) incurred by the applicant in the preparation and follow-up to their two-week placement between 1 July 2020 and 30 June 2021.

*Applicants may be eligible for complementary funding from other sources, e.g. Local Government RADF. As long as there is no overlap in the expenses claimed, successfully applying for a Mentorship, International Fellowship or Internship from M&G QLD should not preclude a complementary application from consideration by other funding agencies.*

## PROGRAM 2: INTERNATIONAL FELLOWSHIP 2020–2021 GUIDELINES

**International Fellowship Program x 2 opportunities**  
**Amount Available: Up to \$6,000 per applicant**

### Program Outline

M&G QLD invites applications from mid-career and established professionals working in public, not-for-profit galleries and museums located in Queensland for one of the International Fellowship opportunities. Applications from local government cultural staff who oversee the operations of public galleries and museums would also be considered favourably.

In 2020–2021, two International Fellowship opportunities are available. The Fellowships will allow the applicant to nominate their professional development focus and to choose their host venue in consultation with M&G QLD.

Successful applicants will spend two weeks working with the international mentor and host institution developing their professional skills and knowledge in their nominated area.

### Eligibility

Applicants must:

- Work in a public, not-for-profit museum, gallery, collecting or exhibiting institution located in Queensland in a paid full-time or part-time position or as local government cultural staff who oversee the operations of public galleries and museums.

*PLEASE NOTE: State Government employees are ineligible.*

- Have the support of their own organisation for their application.

*PLEASE NOTE: The applicant's organisation is expected to pay the applicant's salary during the two-week fellowship.*

- Be fully covered by their own organisation's insurance policy.

*If the organisation is unable to provide this cover, applicants may include the cost of an insurance policy in their expenditure.*

*Applicants must contact M&G QLD to discuss.*

- Be able to obtain the necessary passport and visa requirements for the country of fellowship.
- Commit to taking out appropriate travel insurance for the country of fellowship.
- Be able to fulfill their placement prior to 30 June 2021.
- Be prepared to participate in an evaluation of the program.
- Be prepared to disseminate their learning with peers and colleagues via case studies at conferences, articles for industry publications and/or online including social media.

### Selection Criteria

The selection process takes into consideration:

- Appropriateness of the professional development opportunity for the applicant.
- Commitment from the applicant, the applicant's organisation, the host institution and mentor personnel.
- The benefits to the applicant and their organisation.
- The applicant's initiative, motivation and communication skills.
- The applicant's capacity to apply their learnings in their current workplace.

*Note: Organisations may submit applications to more than one category. However as priority will be given to spreading opportunities across*

*organisations and geographic areas, it is unlikely that more than one opportunity will be awarded to any one organisation in 2020–2021.*

### Financial Assistance

Funding of up to a total of \$6,000 is available for:

- The travel, visas, accommodation and living expenses for the applicant to undertake their two-week fellowship.  
*PLEASE NOTE: Arrangements for travel and accommodation are the responsibility of the applicant.*
- Costs of communication with the mentor or host institution (such as telephone, internet, printing costs) incurred by the applicant in the preparation and follow-up to their two-week fellowship between 1 July 2020 and 30 June 2021.

*Applicants may be eligible for complementary funding from other sources, e.g. Local Government RADF. As long as there is no overlap in the expenses claimed, successfully applying for a Mentorship, International Fellowship or Internship from M&G QLD should not preclude a complementary application from consideration by other funding agencies.*

## **PROGRAM 3: VOLUNTEER INTERNSHIP 2020–2021 GUIDELINES**

**Internships for Volunteers from Museums or Galleries  
x 4 opportunities  
Amount Available: Up to \$3,000 per applicant**

### **Program Outline**

M&G QLD invites applications from volunteers in public, not-for-profit museums and galleries located in Queensland. This includes volunteers from not-for-profit organisations with or without paid staff.

Successful applicants will be offered a two-week placement working with their mentor/s in the host institution in order to develop their skills and knowledge in any area of museum and gallery practice.

The Internships for Volunteers allow the applicant to nominate their professional development focus. This may include any aspect of the key areas of museum practice outlined in the outlined in the *National Standards for Australian Museums and Galleries V1.5 (2016)*, such as (but not limited to) Museum management; Education and public programs; Display development and design;

Collection management;  
Collection digitisation;  
Preventive conservation;  
Disaster planning and preparedness; Volunteer management; Working with community and/or artists;  
Marketing.

Applicants may choose to nominate a preferred host venue and/or mentor in a Queensland or interstate institution.

If applicants require assistance from M&G QLD in the identification of a suitable mentor/host venue, applicants will be asked to indicate the type of experiences they would like to include in their internship and to advise of any preferences they may have, e.g. preferred location of organisation. If assistance is requested, M&G QLD will provide applicants with a shortlist of possible institutions who have indicated a willingness to act as hosts.

## Eligibility

Applicants must:

- Be a volunteer worker in a public, not-for-profit museum, gallery, collecting or exhibiting institution located in Queensland.
- Have the support of their own organisation for their application.
- Be fully covered by their own organisation's insurance policy. *If the organisation is unable to provide this cover, applicants may include the cost of an insurance policy in their expenditure. Applicants must contact M&G QLD to discuss.*
- Be able to fulfill their placement prior to 30 June 2021.
- Be prepared to participate in an evaluation of the program.
- Be prepared to disseminate their learnings with peers and colleagues via case studies at conferences, articles for industry publications and/or online including social media.

## Selection Criteria

The selection process takes into consideration:

- Appropriateness of the professional development opportunity for the applicant.
- Commitment from the applicant, the applicant's organisation, the host institution and mentor personnel.
- The benefits to the applicant and their organisation.
- The applicant's initiative, motivation and communication skills.

- The applicant's capacity to apply new learnings in their current volunteer workplace.

*Note: Organisations may submit applications to more than one category. However as priority will be given to spreading opportunities across organisations and geographic areas, it is unlikely that more than one opportunity will be awarded to any one organisation in 2020–2021.*

## Financial Assistance

Funding of up to a total of \$3,000 is available for:

- The travel, accommodation and living expenses for the applicant to undertake their two-week internship. *PLEASE NOTE: Arrangements for travel and accommodation are the responsibility of the applicant.*
- Costs of communication with the mentor or host institution (such as telephone, internet, printing costs) incurred by the applicant in the preparation and follow-up to their two-week placement between 1 July 2020 and 30 June 2021.

*Applicants may be eligible for complementary funding from other sources, e.g. Local Government RADF. As long as there is no overlap in the expenses claimed, successfully applying for a Mentorship, International Fellowship or Internship from M&G QLD should not preclude a complementary application from consideration by other funding agencies.*