Organising a Placement for the Arts Internship Subject


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It is important to start organising your placement well ahead of semester eg a couple of months prior at least; earlier if you are planning to be away in the break before semester.

While organising the placement is the responsibility the student, there are many resources and Faculty of Arts and Melbourne Careers Centre staff to assist.

Identifying organisations to approach:

1. Determine what sort of work/organisation/industry interests you, keeping in mind that the placement must be related to your course and possible career direction. If you are having difficulty being clear about your career interests or deciding on what sort of placement which you want, attend a Careers Express Drop-in at Stop 1 to discuss with a careers consultant. Careers Express Drop-ins are held every day from 10am-12pm and 2pm-4pm: http://careers.unimelb.edu.au/student/come_and_see_us

2. Identify specific organisations to approach by asking around in your network, and searching online. Develop a prioritised list of organisations. Go beyond the most obvious organisations in your interest area as often the demand for placements will be greater in well-known organisations. It is also a really valuable exercise to explore the ‘landscape’ of organisations involved in a career or interest area.

3. Note that the organisation doesn’t have to have an established internship program – an organisation may not have thought of taking on interns but is happy to consider the idea when approached. Sometimes organisations with established programs may be more difficult to access – because applications may be competitive, and the
requirements/timing of the organisation’s program may not fit easily with the subject requirements/timing.

**Approaching organisations:**

4. Prepare a resume and a letter/email. Please use the resume format and letter/email formats on the Arts website if you want guidelines: [http://arts.unimelb.edu.au/students/undergraduate/internships](http://arts.unimelb.edu.au/students/undergraduate/internships) (Bachelor of Arts internship subject).

5. It is recommended that you have the drafts of your resume and letter/email reviewed at a Careers Express Drop-in.

6. Advise the Subject Coordinator of the organisations you intend to approach – she may have contacts or suggestions about organisations.

7. You can ‘cold call’ organisations, but it is easier if you have a contact within the organisation to approach directly - so make use of your network (staff, other students, family) to identify contacts.

8. If you don’t have a contact, before sending an application, phone the organisation to determine to whom you should send your application. Explain that you’re looking for a placement as part of the Arts Internship subject run by the University of Melbourne, and find out who is the best person to contact, their email address and phone number.

9. Send your resume, email/letter and the host information flyer to organisations you wish to be placed with. Ideally, you should only contact one organisation at a time (to avoid being invited to interview with several and then having to ‘reject’ a well-intentioned offer!) If time becomes tight, perhaps contact several in a short space of time.

10. If you don’t hear back within a week, ring the person you emailed to gently remind them of your request. Once you are sure the recipient has received your enquiry, don’t follow-up more than once.

11. Organisations will want to arrange an interview to discuss the internship. Treat this like a job interview – dress appropriately and prepare by researching their organisation so you are well informed about their core business, their clients and how they are organised.

12. At the interview, they may ask you some typical interview questions eg ‘Why are you wanting to do an internship with us?’, ‘How would this placement assist with your career?’ But more generally, it will be a discussion about what you might do in the placement. This is a two-way conversation and the employer will be interested to hear what you would like to do. If possible, give some thought to the sort of project work you think might be relevant. Remind yourself of the practical details outlined in the ‘Information for Host organisations’ eg insurance cover, supervision arrangements.
13. If you would like to talk about an upcoming interview – particularly the issue of what you might do in your placement – contact the Subject Coordinator.

**Finalising placement approval**

14. Complete the Internship Application Form (for subject enrolment) by the due date. The form is available on the Arts website: http://arts.unimelb.edu.au/students/undergraduate/internships (Bachelor of Arts Internship). Forward to arts-internships-info@unimelb.edu.au. It is not necessary to have your placement finalised when you submit this form, but you should be able to show that you are working well towards this.

15. When your placement is finalised, advise the Subject Coordinator via art-internships-info@unimelb.edu.au what organisation you’ll be doing your internship with, what the placement involves and the name and contact details of your supervisor.

16. You will be provided with a University of Melbourne Risk Assessment Form to complete and a Student Declaration form to submit to the Subject Coordinator for final placement approval via arts-internship-info@unimelb.edu.au.

17. Following approval, the organisation will then be emailed University documentation. The supervisor will be provided with a Letter Agreement from the University that sets out respective roles and responsibilities of the University and the placement agency.