Organising a Placement for the Arts Internship Subject

MULT20010 Arts Internship
MULT30019 Arts Internship

Enquiries and questions: arts-internships-info@unimelb.edu.au

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

The recommended process is:

1. Determine what sort of occupation/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 you want, make a Careers Consultation appointment with Diana Edwards. Bookings are through Student Advising System [SAS] (Choose Careers & Employment - Arts, Music and Education). If you have difficulty finding an appointment to suit, email Diana Edwards.

2. If you do not have organisations in mind, ask people in your network for suggestions, and search online. Develop a prioritised list of several organisations. You can ‘cold call’ organisations, but it is easier if you have a contact - so make use of your network (staff, other students, family) to find contacts.

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 are happy to consider the idea when approached.

4. Prepare a resume and an application letter or email. Please use the resume format and letter/email guidelines on the Faculty of Arts Internships web page (Bachelor of Arts internship subject).
5. Your letter should mention the following:

- You are looking for a placement as part of the Arts Internship run by the University of Melbourne and you’re interested in doing an internship with their organisation over the coming semester.
- Why you’re interested in working with their organisation.
- This is an unpaid internship, you would be covered by University insurance and that it would amount to about 80 hours over the semester.
- The placement would usually involve assisting with day-to-day activities and undertaking a project.
- Provide the Faculty internships email address: arts-internships-info@unimelb.edu.au so they can follow up for further information about the program.
- Attach your resume and the Information for Host Organisations flyer (found on the Arts web address above).

6. It is recommended that you have the drafts of your resume and letter reviewed by Diana Edwards by making a Careers Consultation appointment (see point 1. above) or email Diana Edwards directly.

7. 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.

8. If you don’t hear back within a week, ring the person you emailed to gently remind them of your request. Ideally, you should only contact one organisation at a time. If time becomes tight, perhaps contact several.

9. Organisations will want to arrange a meeting or interview with you 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.

10. At the interview, they may ask you some typical interview questions eg why are you wanting to do an internship with them, 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.

11. If you would like to talk about an upcoming interview – particularly the issue of what you might do in your placement - make a request via arts-internship-info@unimelb.edu.au.
12. Complete the Internship Application Form (for subject enrolment) by the due date. The form is available on the Faculty of Arts Internships web page (Bachelor of Arts Internship). And 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.

13. When you have a placement offer, advise the Faculty via art-internships-info@unimelb.edu.au and you will be provided with a University of Melbourne Risk Assessment Form to and a Student Declaration form to submit to the Subject Coordinator for final placement approval via arts-internship-info@unimelb.edu.au.

14. 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.