



an agency of the  
Department of Sport, Arts and Culture

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Incorporating the satellites:	Insluitend die satelliete:
Oliewenhuis Art Museum	Oliewenhuis-kunsmuseum
Freshford House Museum	Freshford-huismuseum
First Raadsaal	Eerste Raadsaal
Wagon Museum	Waenhuismuseum
Florisbad Research Station	Florisbad-navorsingstasie

# VACANCY

## INTERNSHIP ART MUSEUM GUIDES: OLIEWENHUIS ART MUSEUM (18 months fixed term contract)

### Purpose of Position

The purpose of this internship is to give an opportunity to dedicated and motivated students or recent graduates a fixed-term internship as Art Museum Guides to gain work based experience. The interns will be working on a part-time basis as per schedule communicated to them.

**Very important! To be eligible for this opportunity, applicants must strictly be based in Bloemfontein or in the vicinity of Mangaung Metro Municipality, no applications outside these areas will be considered.**

Salary: The Stipend will be calculated per hourly rate for hours worked.

### Qualifications, Knowledge and abilities

- Visual art qualification or currently studying towards one. Preference will be given to applicants with a visual art background, but graphic design and humanities (literature, language, history, and philosophy) students and graduates are welcome to apply.
- Practical knowledge and / or experience of visual art and heritage would be an advantage.
- Excellent communication skills and the ability to communicate in English (speaking Sotho would be an advantage).
- A friendly, outgoing personality and the ability to speak comfortably in front of small and large groups of people and be able to communicate with people of diverse backgrounds and ages.
- Ability to physically accompany people and lead tours around the Museum.
- Enthusiasm and a willingness to learn and to do basic research on temporary and permanent exhibitions.
- An eager, inquisitive individual that shows interest in and want to gain experience in art education.

### Key Performance Areas

The employment of this position is for the purpose of being trained and gaining work experience in order to enter a job or profession. The candidate is therefore responsible for the following:

- Ensuring the safety and security of all artworks on exhibition.

- Professional interaction with visitors and effective handling of queries regarding Oliewenhuis Art Museum, temporary and permanent exhibitions and to conduct informative Guided Tours.
- Assistance with general administration, exhibitions, projects and events, educational workshops and activities. This will include after hour events.

### ***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 encouraged 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 [adminsupport@nasmus.co.za](mailto:adminsupport@nasmus.co.za), including a covering letter, employment application form obtainable from the National Museum, certified copies of your identification document, qualifications, and a comprehensive CV (including three referees with their contact details).
- 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.

**For further enquiries, contact**

**Application forms available at: [www.nasmus.co.za](http://www.nasmus.co.za)**

**Closing date: 6 November 2024**

JOB DESCRIPTION Interns: Art Museum Guides for Oliewenhuis Art Museum  
National Museum, Bloemfontein  
Updated October 2024

**Job Title:** Intern: Art Museum Guide (18 Months fixed-term contract). Positions for part-time (working shifts) and a full-time Art Museum Guide (working Monday to Friday) are available.

**Purpose of the Position**

To ensure the safety of Temporary and Permanent exhibitions, give constructive guided tours and assist with education and other projects.

**Scope**

- Ensuring the safety and security of all artworks on exhibition.
- Professional interaction with visitors and effective handling of queries regarding Oliewenhuis Art Museum, temporary and permanent exhibitions.
- Conducting guided tours to school and other groups.
- Verbally marketing Oliewenhuis Art Museum and all its activities.
- Assistance with general administration, exhibitions, projects and events, including after hour events.

**Key Performance Area**

1. Ensuring the safety and security of all artworks on exhibition.
2. Professional interaction with visitors and effective handling of queries regarding Oliewenhuis Art Museum, temporary and permanent exhibitions and to conduct informative Guided Tours.
3. Assistance with general administration, exhibitions, projects and events, educational workshops and activities. This will include after hour events.

**Knowledge, Skills and Abilities**

**Qualification:**

- Visual art qualification or currently studying towards one (including graphic design and humanity studies such as literature, language, history, and philosophy).

**Experience:**

- Experience in art education and/ or working as an assistant in an art gallery would be an advantage.
- Practical knowledge and / or experience of visual art and heritage would be an advantage.

**Knowledge and skills**

- Excellent communication skills and the ability to communicate in English (speaking Sotho would be an advantage).
- A friendly, outgoing personality and the ability to speak comfortably in front of small and large groups of people and be able to communicate with people of diverse backgrounds and ages.
- Ability to physically accompany people and lead tours around the Museum.
- Enthusiasm and a willingness to learn and to do basic research on temporary and permanent exhibitions.
- An eager inquisitive individual that shows interest or experience in art education.

**Personal Attitudes:**

- Good organization skills.
- Creative, practical problem solvers that can multi task and handle big groups of visitors with ease.
- Inquisitive individual that is eager to be trained and willing to do research

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<b>Task Group</b>	<b>Weighting %</b>
KPA 1: Ensuring the safety and security of all artworks on exhibition.	<b>40%</b>
KPA 2: Professional interaction with visitors and effective handling of queries regarding Oliewenhuis Art Museum, temporary and permanent exhibitions and to conduct informative Guided Tours.	<b>30%</b>
KPA 3: Assistance with general administration, exhibitions, projects and events, educational workshops and activities. This will include after hour events.	<b>30%</b>
<b>TOTAL</b>	<b>100%</b>

**KPA 1 – Ensuring the safety and security of all artworks on exhibition**

<b>PROCESS</b>	<b>TASK</b>
<b>Ensuring the safety and security of all artworks on exhibition</b>	<ul style="list-style-type: none"> <li>• Be on the floor at all times to ensure the safety and security of the artworks</li> <li>• Check that everything is in order in exhibition spaces and complete daily checklist forms.</li> <li>• Switch on/ make sure all exhibition media is on and working e.g. projectors, televisions (If faulty report the malfunction to the caretakers on duty).</li> </ul>

**KPA 2 – Professional interaction with visitors and effective handling of queries regarding Oliewenhuis Art Museum, temporary and permanent exhibitions and to conduct informative Guided Tours**

<b>PROCESS</b>	<b>TASK</b>
<b>Professional interaction with visitors and effective handling of queries regarding Oliewenhuis Art Museum, temporary and permanent exhibitions and to conduct informative Guided Tours</b>	<ul style="list-style-type: none"> <li>• Conduct Guided Tours to school groups and other visitors of Oliewenhuis Art Museum.</li> <li>• Provide African Carousel rides to School groups and other visitors of Oliewenhuis Art Museum.</li> <li>• Distribute educational leaflets to school groups and other visitors of Oliewenhuis Art Museum.</li> <li>• Effective handling of queries regarding Oliewenhuis Art Museum, temporary and permanent exhibitions.</li> <li>• Verbally market Oliewenhuis Art Museum and all its activities.</li> </ul>

**KPA 3 - Assistance with general administration, exhibitions, projects and events, educational workshops and activities. This will include after hour events.**

<b>PROCESS</b>	<b>TASK</b>
<b>Assistance with general administration, exhibitions, projects and events,</b>	<ul style="list-style-type: none"> <li>• Fill in the correct information on the booking form for school and other groups</li> </ul>

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<p><b>educational workshops and activities. This will include after hour events.</b></p>	<ul style="list-style-type: none"><li>• Count the number of distributed education leaflets daily</li><li>• Assistance with general administration, e.g. filing library books, sorting artist file cabinet, helping the Curator or other staff with filing, vinyl cutting or any other task related to other staff's KPA's.</li><li>• Assistance with packing/unpacking exhibitions.</li><li>• Assistance with installation of exhibitions.</li><li>• Assistance with presenting workshops with the Education Officer.</li><li>• Assistance with logistical organization with the celebration of special days e.g. Heritage day, Nelson Mandela Day, International Museum day.</li></ul>
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