City of Greater Bendigo

Arts Worker Internship Program

Guidelines for Participating Organisations

Context:

The City of Greater Bendigo is undertaking discreet projects that support pathways in the creative industries.

A small number of paid arts worker internships will be delivered by project partners, with funded support from the City of Greater Bendigo.

All responsibilities relating to the role will be managed by the partner organisation in accordance with a contractor arrangement or casual employment contract in a short-term capacity.

Up to $2000 will be provided to the participating organisation. Hourly rates may vary, project to project, according to identified role requirements.

Requirements of participation includes:

- Completing and submitting an expression of interest by Monday 3rd August 2026. Organisation identifies a project, or period of activity, that can engage an entry level intern in a meaningful professional experience.
- Organisation creates a position description with clear skills requirements, and role responsibilities identified.
- Organisation commits to supporting the intern.

Roles and Responsibilities

The City of Greater Bendigo will:

- Provide up to $2000 (plus GST) to support the internship position.
- Provide marketing and communications support to advertise the opportunity.
- Work with the organisation on the best recruitment process.
- Provide a purchase order and make payment once successful candidate has been identified and inducted.
- Provide an evaluation and acquittal template.

The participating organisation will:

- Create a position description that reflects the application process, role requirements, starting dates, expected hours of work, other requirements of the role and fee.

- Provide an agreement for the successful applicant that details the role requirements, fee payable, required hours of work, total number of hours included in fee, fee payment schedule, relevant contacts for the position.
- Provide appropriate support to the employee, recognising that skill level is likely to be entry level, as per position description.
- Manage any HR or OH&S requirements that relate to the production officer position including managing any risk or injury.
- Manage any grievance or disputes if they arise.
- Include the City of Greater Bendigo's logo in materials relating to the project.
- Provide acquittal input and documentation relating to the acquittal.

Expressions of Interest close 5pm Monday 3rd August 2026.

For more information contact:

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