

**THE UNIVERSITY OF MELBOURNE**  
**PALLADIO TRUST COMMITTEE**  
**PEGGY GUGGENHEIM INTERNSHIP**  
**2024 GUIDELINES**

The Palladio Trust Committee (the Committee) seeks applications from undergraduate and postgraduate students of the University of Melbourne for the Peggy Guggenheim Internship to be held by the successful candidate during **June-July 2025**.

**Applications closing date:**  
**Tuesday 1 October 2024, 5:00pm**

## **1. PEGGY GUGGENHEIM INTERNSHIP**

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Peggy Guggenheim's career belongs in the history of 20<sup>th</sup> century art. Peggy felt it was her duty to protect the art of her own time, and she dedicated half of her life to this mission, as well as to the creation of the museum that still carries her name.

In 1980, not long after Peggy Guggenheim died, Palazzo Venier dei Leoni in Venice officially opened its doors to the public as a branch of the Solomon R Guggenheim Foundation. It is now Italy's prime modern art museum, exhibiting European and American art from the first half of the 20<sup>th</sup> century.

### **1.1 Benefits of the Internship**

The internship provides students with financial assistance to travel to Venice to undertake an internship at the Peggy Guggenheim Collection, Solomon R Guggenheim Foundation (the Foundation).

The internship provides an opportunity for students to gain practical experience of museology and familiarity with an important collection of modern art. The successful candidate will join a group of interns from different countries who learn together in a creative international atmosphere and acquaint themselves with the life and culture of Venice.

The practical side of the program involves the operation of the museum during opening hours including the preparation of the galleries before opening, guarding the rooms, answering questions from the public, selling tickets and catalogues, closing the museum at the end of the day, and assisting in administrative matters as well as periodic exhibition installation. Seminars are held to discuss aspects of museology and modern art with special reference to the works in the Peggy Guggenheim Collection.

Students have the opportunity to carry out independent research or study programs. Visits are organised to other museums and exhibitions in and outside of Venice.

The Palladio Trust Peggy Guggenheim Internship is an award to the value of **approx. \$7,500 to \$8,000** to contribute to the airfare, travel, and enrolment associated with the internship. This funding includes the stipend of €800 per month that the Foundation pays the intern as a contribution to their living expenses.

### **1.2 Conditions of the Internship**

Each intern will:

- i. hold the internship concurrently with candidature for an undergraduate or postgraduate qualification at the University of Melbourne under conditions specified separately;
- ii. comply with the University of Melbourne policy for off-campus travel;
- iii. complete the internship in the nominated year. The internship cannot be deferred beyond the stipulated period;
- iv. spend 80% of their time during the trip undertaking the internship at the Foundation as specified and agreed with the Committee;
- v. be responsible for making contact with the Foundation with the assistance of an academic supervisor, and making arrangements with the Foundation to take up the internship;
- vi. be responsible for making their own travel bookings;
- vii. receive a contribution to the airfare, travel, and enrolment associated with the internship, to the value of approx. \$7,500 to \$8,000;
- viii. repay the internship funding in full if the internship is not completed during the specified period;
- ix. within three (3) months of returning from the internship, deliver a faculty/departamental/school seminar on the topic of their internship experience;
- x. provide an internship report to the Committee within three (3) months of returning from the trip;
- xi. uphold the reputation of the internship by conducting themselves during their visit to the Foundation as a representative of the University of Melbourne and forerunner of other interns; and
- xii. acknowledge *The Palladio Trust* in any publication, advertisement, lecture, seminar, workshop, performance or exhibition issuing from the Internship.

## 2. APPLICATION PROCEDURE

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The internship is awarded by the Committee which reserves the right to seek applications through advertisement or direct solicitation.

### 2.1 Who Can Apply?

The internship is available to undergraduate and postgraduate students at the University of Melbourne. They can be citizens of Australia or of any other country. To meet the eligibility requirements, students must:

- i. hold candidature for an undergraduate or postgraduate qualification in art, art history, or a related area at the University of Melbourne and have maintained satisfactory progress since commencement;
- ii. be enrolled full or part-time; and
- iii. be fluent in English and spoken Italian.

Preference will be given to applicants who are at an early point in their careers and who have an interest in Italian art.

#### **PLEASE NOTE: For Italian Applicants only:**

*For university students and recent graduates of Italian citizenship the Museum offers internships of one, two or three months. The Peggy Guggenheim Collection has a series of agreements with Italian universities, allowing the internship to be valid for course credits. The internship program for Italian*

*students is on a voluntary basis and as such is unpaid. Please consult the [Peggy Guggenheim website](#) for information.*

## **2.2 How Can I Apply?**

Applications should be prepared by students in consultation with an academic supervisor. Students must complete the following:

- i. application form which can be downloaded from the [Palladio Scholarship website](#) plus the requested attachments:
  - a. cover letter specifying your reasons for wanting to participate in the internship program);
  - b. complete resume (comprising relevant information on your education, previous work experience and skills, and language skills);
  - c. university transcripts; and
  - d. two signed letters of reference.

*Please Note: do not use the online form on the [Peggy Guggenheim Internship website](#). University of Melbourne applicants must follow the application process set out in these guidelines.*

- ii. further information about the student including:
  - a. field of study or topic for undergraduate or postgraduate qualification (no more than one page);
  - b. details of any other financial support received to assist their studies for their undergraduate or postgraduate qualification, e.g. scholarships, grants, faculty/departmental/school funding (please do not attach confirmation letters);
  - c. current academic transcript from the University of Melbourne (this will include a statement confirming candidature for the qualification currently underway), plus academic transcript from other institution/s if previous studies were completed elsewhere.
- iii. proposed title of the faculty/departmental/school seminar to be delivered within three (3) months of returning from the internship;
- iv. confirmation the student accepts the terms and conditions of the Internship;
- v. letter/email of support from an academic supervisor including statements about the:
  - a. merit of the student;
  - b. expected benefits to the student's qualification received from the internship;
  - c. faculty/department/school's intention to facilitate the student's introduction to relevant staff at the Foundation and organise a faculty/departmental/school seminar within three (3) months of the student's return from the internship.

**PLEASE NOTE:** *The academic supervisor may be one of the two referees required.*

Applications must be submitted either in English or Italian. Applications received from students without a letter/email of support from an academic supervisor will not be considered.

## **2.3 Submission of Application**

The application must be submitted in electronic format as one pdf file to the Palladio Trust Committee Secretary:

**Dr Elizabeth Nelson**

## 2.4 Privacy Policy in Relation to Applications

The information we are asking you to provide will be available to and used by the Committee, administrative staff and where necessary professional advisers in order to assess you as a candidate for the Internship. The University has a comprehensive policy addressing issues related to the responsible use, collection and security of, and access to personal information which can be viewed at the following website: <http://www.unimelb.edu.au/unisec/privacy>.

## 2.5 Closing Date

The closing date for submission of applications is **Tuesday 1 October 2024, by 5.00 pm**.

# 3. SELECTION

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## 3.1 Selection Process

The number of internships awarded in any year shall be determined by the Committee. The Committee reserves the right not to make awards in any given year if it sees fit. The selection process will be undertaken by members of the Committee. All applicants will be advised in writing of the outcome of their application.

## 3.2 Selection Criteria

The following criteria will be used by the Committee in selecting the successful candidate:

- i. Essential
  - a. Quality of the candidate, as judged by academic results, references and any publications. The Committee will look for at least one strong academic reference, preferably from a chair or head of department/school or a museum director.
  - b. Likelihood that the successful candidate will pursue a career in museums, the art market, e.g. galleries and auction houses, or universities, art history, cultural management, studio art or museology.
  - c. Suitability of the candidate to contribute to the Foundation in terms of their personal qualities, e.g. team player, positive-minded, self-starter, efficient, gets things done, level-headed, willingness to do anything, works hard.
  - d. Fluency in English.
  - e. Fluency in spoken Italian. Short-listed applicants may be required to attend an informal interview conducted in Italian.
  - f. Field of study. Preference will be given to those who have an interest in Italian art.
- ii. Desirable
  - a. Ability to speak an additional language.

# 4. INTERNSHIP REQUIREMENTS

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## 4.1 Travel insurance

The successful candidate who is awarded an internship must register for travel insurance at <http://students.unimelb.edu.au/admin/insurance>.

It is highly recommended that students register their travel via the Smartraveller website at <https://smartraveller.gov.au>

#### **4.2 Funding Arrangements**

The University's Palladio Trust Fund will pay the internship enrolment fees directly to the Peggy Guggenheim Foundation out of the scholarship funds. The remainder of the scholarship funds (ie. for the airfare) will then be deposited in the successful candidate's bank account.

#### **4.3 Departmental/School Seminar**

Within three (3) months of returning from the trip, the Intern must deliver a faculty/departmental/school seminar on the topic of their internship experience. Details of the seminar should be discussed with an academic supervisor and the Department/School who will assist with making arrangements.

#### **4.4 Providing an Internship Report**

The successful candidate must provide a written report within three (3) months of completing the internship, which should include:

- i. travel undertaken during for the internship;
- ii. accommodation during the internship;
- iii. interaction with staff and other interns at the Foundation;
- iv. access to the Peggy Guggenheim Collection and other resources at the Foundation during the internship;
- v. intern duties/project and any additional activities undertaken during the Internship;
- vi. breakdown of expenditure of internship funding which itemises expenses;
- vii. department/school seminar delivered within three (3) months of returning from the Internship. Please attach a copy of the promotional notice/advertisement for the seminar.

The written report must be emailed to the Palladio Trust Committee Secretary:

**Dr Elizabeth Nelson**

[lnelson@unimelb.edu.au](mailto:lnelson@unimelb.edu.au)

## **5. FACULTY/DEPARTMENT/SCHOOL OBLIGATIONS**

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### **5.1 Administering the Internship**

The internship funding is allocated on the understanding the faculty/department/school will make arrangements in relation to the internship. Therefore, the faculty/department/school is requested to:

- i. advertise the internship by:
  - a. displaying on faculty/department/school notice boards the internship flyer provided by the Committee;
  - b. circulating details of the internship by email;
  - c. any other suitable ways of encouraging applications.

### **5.2 Supervision**

The academic supervisor is requested to:

- i. assist the recipient in making introductions to key staff at the Foundation and making arrangements to take up the Internship at the Foundation;
- ii. discuss with the student the work to be accomplished towards their studies while overseas with a view to its presentation at a department/school seminar within three (3) months after their return from overseas.

### **5.3 Faculty/Department/School Seminar**

The faculty/department/school should organise a faculty/department/school seminar by the Intern on the topic of their internship experience within three (3) months after they return from the trip. The faculty/department/school should book a venue and promote the seminar to encourage peer attendance. The Committee requests that all notices, advertisements and seminar materials acknowledge *The Palladio Trust* (see Section 1.2.xii).

## **6. FURTHER INFORMATION**

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**Dr Elizabeth Nelson**

**Committee Secretary, Palladio Trust Committee**

**[lnelson@unimelb.edu.au](mailto:lnelson@unimelb.edu.au)**

## **7. THE PALLADIO TRUST**

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The Internship is funded by the Palladio Trust. In 1989, the University of Melbourne received from the Palladio Foundation a donation of \$20,000 to establish the Palladio Trust. The capital of the Palladio Trust fund is for the purpose of *'improving education or training or skill in those areas of interest or activity undertaken from time to time by the University of Melbourne by means of programs of study or training in Italy for Australians or by means of such programs in Australia drawing on visiting teachers from Italy'*.

The University entrusted the administration of the Palladio Trust to a Committee under University Trust Record 7.165). This Committee is made up of representatives of the University of Melbourne and the Palladio Foundation.