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## **STUDENT INTERNSHIP POSITIONS:** **Community Development – Arts, Culture and Heritage**

An internship programme is an intervention by the City of Johannesburg to address the growing demand by a tertiary institution for students to undergo on-the-job exposure, as a prerequisite to acquire an academic qualification or as a requirement after the acquisition of academic qualification to obtain experiential training. The City is committed to providing work-based training for students.

- This internship opportunity is applicable to youth in the Johannesburg communities who qualify for this internship and have never participated in an internship programme before, except in circumstances where the internship programme was not relevant to the candidate's course of study
- This Vacancy is open to all qualifying STUDENTS in the Johannesburg Community for a period **not exceeding 18 months**
- Interested applicants are invited to apply for the positions listed in the circular.
- Complete the online job application form and attach all relevant documents (Certified Qualification/s, ID, and CV).
- Applicants are advised to use Google Chrome when applying for CoJ positions.
- The City of Johannesburg reserves the right not to make an appointment.
- The City of Johannesburg is an equal opportunity employer.

### **WHERE TO APPLY**

[https://www.joburg.org.za/work/\\_Pages/Work%20in%20Joburg/Vacancies/2021%20Internships/2021-Internships.aspx](https://www.joburg.org.za/work/_Pages/Work%20in%20Joburg/Vacancies/2021%20Internships/2021-Internships.aspx)

Applicants are respectfully informed that, if no notification of appointment/response is received within six (6) weeks of the closing date, they must accept that their application was unsuccessful. By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process. In terms of the Talent Acquisition Policy of the City of Johannesburg, you hereby consent to the following risk checks should your application be shortlisted: Credit Record, CV validation and Employment record verification, Criminal check, and Identity validation.



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The City of Johannesburg (CoJ), Community Development Department has the following Internship opportunity available for a period NOT exceeding eighteen 18 months.

**Department:** Community Development  
**Branch:** Arts, Culture and Heritage  
**Designation:** Intern: Immoveable Heritage x 2  
**Remuneration:**

(Qualification completed with min 360 credits): **R10 109,86 pm (Basic Salary, no benefits)**

**Location:** Joburg Newtown Building, 2 Helen Joseph Street, Newtown

**Minimum Requirements:**

- A Matric/Grade 12 Certificate;
- National Diploma in Heritage Studies/Fine Art/Public Administration or related field (NQF level 6);
- No experience;
- Only City of Joburg residents will be considered.

**Primary Function:**

**Coordination and facilitation of stakeholder engagements and follow up on the approval processes for the naming and re-naming of streets and public places across the City in compliance with the applicable policy and legislation.**

**Coordinate the heritage resources of the City through the maintenance of the online heritage registers**

**Co-ordinates and facilitates the effective management, preservation, and promotion of cultural heritage and public art initiatives. This position aims to develop essential skills in heritage administration, public art coordination, and cultural resource management.**

- To assist with the management of heritage sites and public art
- To provide administrative support for the City's public art programme.
- To assist with administering cultural programmes and events
- To record and document heritage buildings and sites
- To record and document public artworks and heritage collections across the city.
- To provide administrative assistance to the Immoveable Heritage Unit in the Directorate of Arts, Culture & Heritage.
- Gain hands-on experience in heritage management, public art coordination, and administrative functions within a cultural organisation

**Key Learning Areas:**

- Immoveable Heritage;
- Street and Place Naming;
- Public Art Portfolio in the City.



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### **Leading Competencies:**

- Computer literacy and proficiency in MS Office Suite;
- Good communication (verbal and written);
- GIS and mapping tools;
- Documentation;
- Project documentation.

### **Core Competencies:**

- Heritage resources management and protection
- Heritage theory and practice
- Legal and administrative frameworks
- Archival research
- Policy & governance
- Public art principles
- Site analysis
- Collaborative/Teamwork, Values and Integrity, Attention to detail and quality focused.
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism.

### **ENQUIRIES ONLY:**

**Contact Person:** Viwe Nkohla  
**Tel No:** (011) 407 6553

**Please take note that only online applications will be considered. Please apply by using the link below:**

<https://share.hsforms.com/14q3LENoiTCavBQAL-LyIPw469tl>

**APPLY ONLINE VIA WEBSITE:** [www.joburg.org.za](http://www.joburg.org.za)

**CLOSING DATE: TUESDAY, 10 FEBRUARY 2026**

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The City of Johannesburg (CoJ), Community Development Department has the following Internship opportunity available for a period NOT exceeding eighteen 18 months.

**Department:** Community Development  
**Branch:** Arts, Culture and Heritage  
**Designation:** Intern: Museums and Galleries x 6  
**Remuneration:**  
 (Qualification completed with min 360 credits): **R10 109,86 pm (Basic Salary, no benefits)**  
**Location:** Various Museums and Galleries

**Minimum Requirements:**

- A Matric/Grade 12 Certificate;
- Degree/National Diploma in Conservation/Heritage Studies/Curatorial Studies/Fine Art or related field (NQF level 7/6);
- No experience;
- Only City of Joburg residents will be considered.

**Primary Function:**

**Co-ordinates Cataloguing Museum collections, Cleaning of museum collections putting up museum exhibitions, conducting research on museum collections and taking visitors on guided tours**

**Key Learning Areas:**

- Collections Management;
- Conservation;
- Museum Loans;
- Curatorial Services;
- Exhibitions and Education Programmes.

**Leading Competencies:**

- Computer literacy and proficiency in MS Office Suite;
- Good communication (verbal and written);
- Good people skills;
- Coordination skills.

**Core Competencies:**

- Knowledge of Museum standards and practice.
- Museum Collection Management.
- Geological, natural science or heritage collections.
- GRAP 103.
- Conservation and restoration of museum collections Collaborative/Teamwork, Values and Integrity, Attention to detail and quality focused.
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism.



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The City of Johannesburg (CoJ), Community Development Department has the following Internship opportunity available for a period NOT exceeding eighteen 18 months.

**Department:** Community Development  
**Branch:** Arts, Culture and Heritage  
**Designation:** Intern: Arts and Culture x 4  
**Remuneration:**

(Qualification completed with min 360 credits): **R10 109,86 pm (Basic Salary, no benefits)**

**Location:** Joburg Newtown Building, 2 Helen Joseph Street, Newtown

#### **Minimum Requirements:**

- A Matric/Grade 12 Certificate;
- Degree/National Diploma in Policy Studies/Public Administration/Development Studies/Arts Administration or related field (NQF level 7/6);
- No experience;
- Only City of Joburg residents will be considered.

#### **Primary Function:**

**Co-ordinates key activities associated with the identification, conceptualisation, implementation, monitoring and reporting of cultural development programmes, projects, events and cultural industries initiatives that further the City's aims and objectives of creating an economically vibrant arts and cultural industry- thereby ensuring that the City becomes the cultural hub of Africa.**

**Coordinate flagship cultural programmes and innovate the design of new programmes, coordinate budgets and report on key performance areas**

#### **Key Learning Areas:**

- Arts and Culture Policy;
- Strategic Planning;
- Creative Industries;
- Management and implementation of Flagship Projects;
- Arts and Culture Projects;
- Market Access Programme.

#### **Leading Competencies:**

- Computer literacy and proficiency in MS Office Suite;
- Good communication (verbal and written);
- Good people skills;
- Coordination skills.

#### **Core Competencies:**

- Knowledge of performing Art administration.
- Cultural & Creative Awareness.
- Project & Event Management.
- Collaborative/Teamwork, Values and Integrity, Attention to detail and quality focused.
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism.



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**Department:** Community Development  
**Branch:** Arts, Culture and Heritage  
**Designation:** Intern: Information Services x 2  
**Remuneration:**

(Qualification completed with min 360 credits): **R10 109,86 pm (Basic Salary, no benefits)**

**Location:** Museum Africa, 121 Lillian Ngoyi Street, Newtown

**Minimum Requirements:**

- A Matric/Grade 12 Certificate;
- National Diploma/Degree in Graphic Design and/or Photography or related field (NQF level 6/7);
- No experience;
- Only City of Joburg residents will be considered.

**Primary Function:**

To coordinate digitised museum collections across the City of Johannesburg, ensuring that artefacts are digitally preserved.

**Key Learning Areas:**

- Proficiency in Adobe Creative Suite, preferably Photoshop and Bridge;
- Knowledge in After Effects and Premiere Pro advantageous;
- Working on scheduled digitising projects;
- Adjusting images to achieve suitable archive quality, adding captions and metadata. (Professional editing)
- Scanning, transfer of images to the computer and processing of client orders.
- Photographing artefacts for digitisation.

**Leading Competencies:**

- Computer literacy and proficiency in MS Office Suite;
- Good communication (verbal and written);
- Good people skills;
- Coordination skills;
- Technical Photography skills.

**Core Competencies:**

- Data & Information Management;
- Project & Workflow Management.
- Digital Editing & Post-Production.

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