



Position Description

Arts Worker Internship

Welcome to DONUT Studios! As an Arts Worker Intern, you'll join a friendly, inclusive community arts environment where you can build practical experience, share your creativity and learn alongside staff, artists and participants. You'll help bring creative projects and exhibitions to life, support arts administration, and develop respectful, person-centred ways of working that reflect CBChange's purpose and values.

Applications open until: 8th October 2026

Commencement Date: 2nd November 2026

Hours of Engagement: 6 hours per week, with flexibility to work more if required around exhibition installation. A total of 54 hours with the internship due to conclude 21st December



The internship is funded by the City of Greater Bendigo that supports paid opportunities for new graduates or emerging arts workers.

Division-Program	Support Services-DONUT Studio
Reports To	Team Leader
Direct Reports	Nil
Level	SCHADS Award Level 1
Location	Bendigo 24 Belle Vue Road Golden Square
Date Prepared	7/09/2026

We're guided by our Purpose and Values

Our Purpose is the reason we exist, and at CBChange that is:

Understanding People, Transforming Lives, Cocreating an Inclusive World

Our Values guide all that we do:

- ☀ At CBChange we hold others in mind with **Compassion** and understanding.
- ☀ We act with **Courage**, challenging the status quo and advocating for the needs of vulnerable people.
- ☀ It's all about **Connection**, we seek to connect with transparency, dignity and respect.
- ☀ We show our **Character**, by doing our best in all that we do, holding ourselves accountable for results and striving for always do better.
- ☀ Most of all we value **Cocreation**, working with others to achieve lasting and meaningful change.

We provide valued services to people of all ages and all abilities and to do this we need employees to join our team who are skilled professionals, guided by our purpose and values in all that they do, able to put our customers first, working with passion and commitment to help others to realise their hopes and dreams.

DONUT Studios – Create your Life!

DONUT Studios is a program under the Support Division of CBChange. DONUT Studio is a community focused program providing person-centred support to assisting people and their families to personally, socially, and creatively grow and flourish. In discovering and nurturing everyone's gifts, we believe a strong community evolves, where the dignity, uniqueness, freedom, and participation of everyone is honoured and naturally facilitated. We actively encourage participation from all members of the community.

What success looks like...

- ☀ The program and staff are highly valued by participants and their families.
- ☀ Participants feel valued, respected and are actively engaged in the process of developing new skills, talents, and creative expression centred around their desired goals.
- ☀ Participants are actively engaged, through participation in the arts, in their community.
- ☀ Program staff work together as a team, collaborating in program development.
- ☀ Staff have an area of creative expertise which they use to achieve program and participant outcomes.
- ☀ Use your creative knowledge, expertise, and support to assist participants, families and support staff.

A day in the life of an Arts Worker at DONUT Studios...

- ☀ Assist with cataloguing and documenting artwork

- ✿ Support exhibition planning and curation processes
- ✿ Assist with artwork installation and exhibition setup
- ✿ Support online artwork sales and customer enquiries
- ✿ Help establish and document postage and shipping procedures for artwork
- ✿ Engage directly with artists to understand inclusive creative practice and community arts culture
- ✿ Support exhibition delivery from planning through to completion
- ✿ Actively encourage engagement with other participants, staff and community members
- ✿ Report and document incidents in accordance with the policies of the organisation.
- ✿ Maintain confidentiality of participants, their families, the organisation, and incidents.
- ✿ Work as an effective member of a team, promoting a positive, participant-focused, 'can do' culture.
- ✿ Display a high level of personal integrity and professionalism when representing CBChange.
- ✿ Organise your time and workload to maximise productivity and client support in the time available.
- ✿ Become familiar with and abide by all CBChange's policies and procedures including compliance with CBChange's quality assurance policies, systems, procedures, and work instructions.
- ✿ Ensure the Occupational Health and Safety guidelines are observed, implemented, and improved.
- ✿ Comply with all relevant legislation and / or by-laws that relate to CBChange's activities.

What you need to be successful in this role...

- ✿ Applicants must Live work or study in Greater Bendigo (requirement for this funded program)
- ✿ Interested in community arts, inclusive practice and professional artist pathways
- ✿ Confidence engaging with artists in an inclusive community arts setting
- ✿ Comfortable using computers and digital tools, including the ability to learn new programs and systems quickly to support artwork documentation, online sales and exhibition administration
- ✿ Flexible during busy exhibition periods
- ✿ A commitment to CBChange's code of conduct and DONUT Studio program expectations
- ✿ Willingness to gain knowledge, understanding and to commit to the policies, procedures, and delegations of CBChange together with relevant legislation
- ✿ Good communication and interpersonal skills.
- ✿ Good time management skills and ability to undertake program design and review
- ✿ An ability to work autonomously as well as part of a team
- ✿ Working with Children Check and NDIS Check
- ✿ Current Driver's license and own vehicle desirable but not required

Applying

Send your application to hello@cbchange.org, applications close October 8th, 2026.

Please send a CV detailing relevant paid or unpaid experience, 2 referees, and a cover letter explaining why you are interested in the role, and what you would bring to the position.