

**Intern Request Form**

<b>S/N</b>	<b>Institution/ Division</b>	<b>Assignment Title</b>	<b>Job Scope &amp; Duties</b>	<b>Requirements</b>	<b>Duration</b>
1	National Museum of Singapore	Intern, Programmes	<ul style="list-style-type: none"> <li>• Contribute to the conceptualization and implementation of our on-site/online senior programmes for the upcoming senior social space at NMS (at least 2-4 programmes a month)</li> <li>• Support the filming and running of our Monthly Senior-friendly Zoom tours on-site at NMS from Dec 22 - Feb 23. This includes supporting the museum's Care Facilitators in preparing for the senior-friendly tours. The intern may be required to support the running of the on-site programme.</li> <li>• Design feedback forms that are easy to be administered to seniors and caregivers to capture meaningful feedback to improve the programmes.</li> <li>• Collate and conduct simple data analysis work using data collated from participants of our senior programmes, and to highlight key learning points to improve subsequent runs of the programmes.</li> <li>• Contribute to the conceptualisation and implementation of regular and ad-hoc inter-generational programmes involving seniors and children/families that are conducted online/on-site (e.g. inter-generational Zoom tours using our pre-recorded videos)</li> </ul>	<ul style="list-style-type: none"> <li>• Interested in the arts, heritage and culture</li> <li>• Preferably with background in filming and program conceptualization</li> </ul>	4 months
2	National Museum of Singapore	Intern, Strategic Marketing and Communications	<ul style="list-style-type: none"> <li>• Supporting communications and public relations matters for the National Museum of Singapore</li> </ul>	<ul style="list-style-type: none"> <li>• Preferably with background in Mass Communications course or or related discipline</li> </ul>	6 months

			<p>including, providing support for media events and previews.</p> <ul style="list-style-type: none"> <li>• Facilitating exhibition opening matters such as, event logistics and administrative support.</li> <li>• Facilitating media filming and photography requests at the National Museum of Singapore.</li> <li>• Conceptualising creative ideas to publicise the National Museum's offerings through public relations and digital marketing, such as identifying trends and relevant key opinion leaders to help amplify the National Museum's publicity efforts.</li> <li>• Supporting other relevant initiatives managed by the National Museum's Strategic Marketing and Communications team.</li> </ul>		
3	National Museum of Singapore	Intern, Planning & Corporate Admin	<p>Provide supporting role to the Planning &amp; Corporate Admin team of the museum, particularly in the:</p> <ul style="list-style-type: none"> <li>• Day-to-day office administration and operations including office reception and mailroom operations, procurement and maintenance of office equipment and supplies, stocktaking, staff welfare activities.</li> <li>• Special projects (office intercom system and registry housekeeping exercise).</li> </ul>	<ul style="list-style-type: none"> <li>• Business administration and operations background</li> <li>• Organised and meticulous</li> <li>• Attention to details</li> <li>• Good verbal and written communication skills</li> <li>• Willing to multi-task</li> <li>• Willing to be hands on as work will not be entirely desk bound.</li> <li>• Able to use Microsoft Word/ Excel/ Powerpoint.</li> <li>• Positive attitude and eagerness to learn</li> <li>• Critical thinking and problem-solving skills</li> <li>• Have initiative</li> </ul>	5 months

4	Sun Yat Sen Nanyang Memorial Hall	Intern, SYSNMH	<p>The intern will be assisting the Outreach &amp; Education Team in the following areas of work (see job scope below), especially in the preparation and/or implementation of River Hongbao 2023 and Singapore HeritageFest 2023.</p> <ul style="list-style-type: none"> <li>▪ To assist in the coordination and/or facilitation of educational related programmes (including Student Guide Training Programme and MBL programme i.e. A Brush with Culture @ SYSNMH) at SYSNMH.</li> <li>▪ To assist in the research and/or development of SYSNMH's educational programmes and resources (physical/digital);</li> <li>▪ To support marcomms efforts including social media content creation;</li> <li>▪ To assist in other tasks including administrative duties such as ad-hoc translation, data management, as assigned by Outreach and Education Team.</li> </ul>	<ul style="list-style-type: none"> <li>• Background in Chinese Studies or related discipline</li> </ul>	6 months
5	Sun Yat Sen Nanyang Memorial Hall	Intern, Programmes	<ul style="list-style-type: none"> <li>• Assist in the event conceptualization and development for Wan Qing Dragon Boat Festival; Wan Qing Festival of Spring; assist in community management and public enquiries regarding programming and other festival details; support in administrative tasks assigned</li> </ul>	<ul style="list-style-type: none"> <li>• Background in Chinese Studies or related discipline</li> </ul>	3 months
6	Information Technology	Intern	<p>Interns to undertake the following roles:</p> <ul style="list-style-type: none"> <li>• Technology market scans that will support our digitalization efforts for new digital capabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Background in information technology or related discipline</li> </ul>	3 months

			<ul style="list-style-type: none"> <li>• Explore the use of gaming development and metaverse / digital twin</li> <li>• Digital product marketing &amp; communications development for our new digital products</li> </ul>		
7	Strategic Planning & Data Management	Intern	<p>Marketing /Comms for Heritage Plan 2 (3 positions available)</p> <ul style="list-style-type: none"> <li>• Support the testing, execution, and marketing of the Heritage Plan 2 public engagement website, including facilitating user testing sessions for the website; conceptualising and supporting marketing efforts to partners/target groups (e.g. younger audience); and monitoring, aggregating and replying to feedback</li> <li>• Set-up and monitoring of physical engagement booths at NHB museums for the Heritage Plan 2</li> <li>• Conceptualising, planning and executing creative ways to engage NHB officers on the heritage masterplan, including but not limited to staff events in June and December and producing relevant media (e.g. animated GIFs, EDMs, videos)</li> </ul> <p>Corporate Planning (1 position available)</p> <ul style="list-style-type: none"> <li>• Support with data consolidation across NHB divisions, as well as the review and analysis of data for policy and planning matters.</li> <li>• Assist in the conceptualisation, planning and organisation of corporate events for NHB staff</li> </ul>	Background in marketing and communications, business administration or related discipline	3 months
8	Asian Civilization Museum	Intern, Digital, Marketing and	The role will design, create and manage content for a range of mediums – including owned social and digital platforms of Asian Civilisations Museum and Peranakan	<ul style="list-style-type: none"> <li>• Degree or diploma in Marketing, Advertising,</li> </ul>	3 months

		<p>Corporate Communications</p>	<p>Museum, as well as physical banners for museum spaces. The role will also assist to project manage vendors (e.g., media or creatives agencies) on collaborations and/or media buying to communicate the museums content – with the core objective of opening the museums to their audiences.</p> <p>This position will report to the Assistant Manager, Digital Experience Delivery.</p> <p><b><u>Responsibilities</u></b></p> <p>Primary role (70% of time)</p> <ul style="list-style-type: none"> <li>• Content creation (photography) – photograph objects and happenings within the museums to communicate to two types of audiences, generally, those who will visit, and those who have not</li> <li>• Content creation (design) – to ideate and produce images for the museums that will attract attention to topics about about the museums, with the objective of creating engagement on the content</li> <li>• Produce on-point marketing copy for collaterals</li> </ul> <p>Secondary (30% of time)</p> <ul style="list-style-type: none"> <li>• Work with internal designers to produce collateral, and advertising banners to market the museums, their exhibitions, and programmes</li> <li>• Identify possible content partners, and develop relevant joint partnership opportunities that are mutually beneficial to partners as well as the museums</li> </ul>	<p>Communications or a related discipline</p> <ul style="list-style-type: none"> <li>• Experience in close-up and event photography</li> <li>• Experience in design and the Adobe suite (e.g. Photoshop, InDesign, Illustrator), practical knowledge and/or previous work experience in a design studio is a plus</li> <li>• Good writing and editing skills</li> <li>• Solid experience with social media including blogs, Facebook, Twitter, etc.</li> <li>• Ability to operate under pressure and meet deadlines within a dynamic environment</li> <li>• Interest in art, design, and history</li> </ul>	
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9	Asian Civilisations Museum and The Peranakan Museum	Intern	<p>The Audience team:</p> <ul style="list-style-type: none"> <li>• Works closely with the museum community and ecosystem – from audience groups (e.g., families, youths, students, and teachers, etc.), to artist, craftspeople, institutions, and vendors;</li> <li>• Conceptualises and actualises a series of programmes that considers these communities alongside the museum’s brand and its calendar of events;</li> <li>• Develops and executes experiential and multimedia interactives, and any relevant content for the Asian Civilisations Museum and Peranakan Museum.</li> </ul> <p><b>Your role will focus on</b> helping the team to research, brainstorm, and execute festivals, programmes, experiential and multimedia interactives, and any relevant content for the Asian Civilisations Museum and Peranakan Museum, and any other duties as assigned.</p> <p>This is achieved by understanding the narratives and content of the museum, its existing and potential audiences, and by advocating relevant and practical partners, collaborations, activities, installations and platforms that will present ACM content across target audiences in an educational and engaging manner.</p> <p><b><u>Core Responsibilities</u></b></p>	<ul style="list-style-type: none"> <li>• We are looking for an energetic, self-motivated, and creative individual with a passion to learn more about the arts, heritage, and culture scene through programmes and collaborations.</li> </ul>	2 months
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			<ul style="list-style-type: none"> <li>• Assist to identify potential communities and/or individuals for engagement, with consideration of improving the museum ecosystem</li> <li>• Assist to conceptualise and execute monthly programmes (onsite and/or online) with a team of programmers. You will be expected to work on weekends when there is a programme happening at the museum.</li> <li>• Liaise, coordinate, and collaborate with internal and external stakeholders. Including key partners, community leaders, educational institutions, government agencies, private sector organisations, and all other teams at ACM, to ensure successful execution of projects and partnerships.</li> </ul>		
10	Strategic Comms and Digital	Intern	<p>The National Heritage Board is looking for an intern to support the Strategic Communications and Digital division in media outreach to promote and publicise NHB's offerings and initiatives.</p> <p>The scope of work includes assisting the division in driving communications strategies for a variety of projects such as the <i>Singapore Night Festival</i>. You will have the opportunity to gain practical hands-on experience in handling media relations, with the mentorship of a team of dedicated communications professionals, get an insider view and broaden your understanding of the heritage and culture sector.</p> <p>Some duties include the following:</p>	<ul style="list-style-type: none"> <li>• Diploma or undergrad in Mass Communications, Marketing, Advertising, Public Relations or equivalent.</li> <li>• Excellent written and verbal communications skills.</li> <li>• Independent, efficient, organised and highly motivated with the ability to multi-task and works well in a team.</li> <li>• Excellent interpersonal skills can interact well with diverse stakeholders and partners.</li> <li>• Possess strong organisation and time management skills</li> </ul>	3 months

			<ol style="list-style-type: none"> <li>1. Support the comms team in handling media relations, including coordination for media events, facilitation of media interviews and assist in the preparation of media materials for NHB's signature festivals, programmes and initiatives such as heritage trails and exhibitions.</li> <li>2. Assist in the compilation of media coverage reports and events listings to publicise NHB's offerings</li> <li>3. Manage corporate collaterals and their distribution</li> <li>4. Brainstorm campaign ideas and developing content that can be used to supplement media outreach.</li> </ol> <p>If you are keen to contribute to and experience meaningful work in the heritage sector, we welcome you to submit your application.</p>	<p>and adept at managing evolving project needs.</p> <ul style="list-style-type: none"> <li>• Interest in history, heritage, arts and culture is an advantage.</li> <li>• Proficiency in a mother tongue language and/or digital marketing are a plus.</li> </ul>	
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