

NATIONAL HERITAGE BOARD (NHB) INTERNSHIP

S/N	Institution/Division	Assignment Title	Job Scope & Duties	Requirements	Internship Duration
1	Asian Civilisations Museum (ACM)	Intern	Support for department with Gala, donor stewardship and cultivation events	Art Management/Business/ Mass Communications majors preferred	3 to 6 months
2	Asian Civilisations Museum – The Peranakan Museum (ACM – TPM)	i) Intern, ACM exhibitions ii) Intern, TPM exhibitions	<p>The Curatorial Intern will be based with the ACM-TPM Curatorial department. The main role will be to assist the curatorial team in developing content for upcoming exhibitions at either ACM or TPM. A secondary role would be in supporting museum acquisitions, mainly in the scope of research and other necessary administrative work in the curatorial aspects. The following are the range of duties expected to be undertaken:</p> <p><u>(A) Research</u></p> <ul style="list-style-type: none"> • Research and help compile content for exhibitions and acquisitions using primary and secondary sources. • Assist with editing manuscripts, preparing bibliographies, captions, photograph orderings, and footnotes. <p><u>(B) Exhibitions, publications and media</u></p> <ul style="list-style-type: none"> • Assist with administrative tasks e.g. compile artefact lists, archive photographs, filing relevant documentation • Assist with organising lecture programmes. • Assist with publications from conceptualisation, research, and writing to printing and distribution. <p><u>(C) Collections Development</u></p> <ul style="list-style-type: none"> • Assist curators with acquisition including purchases and donations, prepare documentation, jforms and other administrative documents. • Assist with cataloguing of collections. <p><u>(D) Any other duties as assigned by the management</u></p>	<ul style="list-style-type: none"> • Subjects preferred: history, art history, anthropology, archaeology, Southeast Asian studies • Keen interest in Singapore and Southeast Asia • Excellent communication skills • Skill or fluency in a relevant/pertinent Asian language is desirable, particularly with regards to reading abilities. (e.g. Chinese, Malay/Jawi, Arabic, Tamil, Hindi, Sanskrit, Japanese etc). Relevant European languages include Dutch, Portuguese, Spanish. 	2 to 3 months
3	Asian Civilisations Museum (ACM)	ACM and TPM Public Programmes	<ul style="list-style-type: none"> • Assist to identify potential communities and/or individuals for engagement, with consideration of improving the museum ecosystem • 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. • Liaise, coordinate, and collaborate with internal and external stakeholders. Including key partners, community leaders, educational institutions, government 	Bachelor Degree	2 to 3 months

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			<p>agencies, private sector organisations, and all other teams at ACM, to ensure successful execution of projects and partnerships.</p> <ul style="list-style-type: none"> Any other duties assigned by supervisor. 		
4	Asian Civilisations Museum (ACM)	ACM and TPM Communications	<ul style="list-style-type: none"> Assist to track and analyse media coverage for reporting Assist to facilitate media engagements e.g. media interviews, media previews Assist to track RSVPs and execute operations for successful exhibition openings, including to liaise, coordinate and collaborate with internal and external stakeholders. Any other tasks as required by the department 	Minimum Polytechnic Diploma/ Undergraduate students in Business-related courses, with preference for Communications Majors	6 months
5	Strategic Communications & Digital (SCD)	Intern, Digital and Marketing	<ul style="list-style-type: none"> Assist the team to produce content for NHB social media platforms – this includes conceptualisation, storyboarding and editing Provide onsite support in photography and videography for social media and documentation Coordinate with both social media and media buying agencies to roll out social media content on all NHB-owned platforms Assist Digital Officer with social media community management Content database management, which covers both social media and Roots.gov.sg content Provide support to manage website content on NHB corporate website and Roots.gov.sg Digital campaign support covering digital display, media buy and content 	<ul style="list-style-type: none"> Familiar with operating DSLR camera for both videography and photography Familiar with social media platforms such as Facebook, Instagram and TikTok Familiar with editing content using Adobe Creative Suite, Canva and native social media editing tools Keen interest in social media and always on a look for new trends Keen interest in visual storytelling Able to communicate clearly as the position is required to coordinate with multiple agencies Open to learn more about website content management 	3 to 6 months
6	Strategic Communications & Digital (SCD)	Comms Executive	<p>The intern will support the Strategic Communications and Digital division in media outreach to promote and publicise NHB's offerings and initiatives.</p> <p>This includes:</p> <ul style="list-style-type: none"> Support for media events and assist in media materials for NHB's signature festivals such as Singapore HeritageFest and Singapore Night Festival, campaigns such as NHB30 and HP2.0, exhibitions, programmes and initiatives Compile daily media coverage reports and monthly events listings to publicise NHB's offerings 	<ul style="list-style-type: none"> Diploma or Bachelor Degree in Mass Communications, Marketing, Advertising, Public Relations or equivalent. Excellent written and verbal communications skills. Independent, efficient, organised and highly motivated with the ability to multi-task and work well in a team. 	3 to 6 months

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			<ul style="list-style-type: none"> The intern may also be involved in brainstorming campaign ideas and developing content that can be used to supplement media outreach. 	<ul style="list-style-type: none"> Excellent interpersonal skills, able to interact with diverse stakeholders and partners. Possess strong organisation and time management skills and be versatile at adapting to evolving project needs. Possess interest in history, heritage, arts and culture. Proficiency in a mother tongue language and/or digital marketing are a plus. 	
7	Indian Heritage Centre (IHC)	Intern	<ul style="list-style-type: none"> Acquisition research Handle ad-hoc internal and external research enquiries Assist in artefact content migration across digital platforms Assist in managing IHC's Resource Library Support curatorial team for special exhibition as required Administrative duties as required 	<ul style="list-style-type: none"> Humanities undergraduate Familiar with humanities research Meticulous Interest in South Asia and Southeast Asia 	3 months
8	Human Resource & Organisation Development (HROD)	Intern	<ul style="list-style-type: none"> Support recruitment activities, such as coordination of interviews and onboarding/outboarding and training operations Support staff townhalls, promotion ceremony, engagement session Administrative duties as assigned. 	<ul style="list-style-type: none"> NITEC/Polytechnic Diploma/Bachelor Degree in Business or equivalent 	3 months