

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	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 • 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"> • 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. • 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. 	3 to 6 months
3	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