

NATIONAL HERITAGE BOARD (NHB) INTERNSHIP

No	Institution /Division	Assignment Title	Job Scope & Duties	Requirements	Internship Duration (months)	No. of interns Required
1	Preservation of Sites & Monuments (POSITION CLOSED)	Intern	<p>1. Support periodic inspections of national monuments:</p> <ul style="list-style-type: none"> • Have some opportunity to accompany officers on site inspections to national monuments, and observe interactions with monument stakeholders during visits. • Take detailed notes during inspections, recording observations and concerns • Compile inspection notes and photographs into organised reports, based on existing format and references to past reports. <p>2. Assist in documentation and record-keeping:</p> <ul style="list-style-type: none"> • Help maintain and organise digital and physical files related to national monuments • Scan and digitise important documents for electronic storage and easy access • Sort and file architectural drawings, historical photographs, conservation reports, archived emails • Create and update spreadsheets to track monument-specific information • Assist in developing a consistent filing system for both physical and digital records • Help in backing up digital files and ensuring data security <p>3. Aid in research and data collection:</p> <ul style="list-style-type: none"> • Conduct basic research on the history and architectural features of specific monuments • Assist in compiling information for updating Preservation Guidelines <p>4. Provide administrative support:</p> <ul style="list-style-type: none"> • Help manage correspondence with monument stakeholders and the public • Support the team in following up on queries and requests • Perform various miscellaneous administrative tasks as required 	<ul style="list-style-type: none"> • Currently pursuing a diploma in Architecture or a related field from a recognised polytechnic in Singapore • Excellent and consistent academic performance throughout the course of study • Strong interest in architectural conservation, heritage preservation, and Singapore history • Good organisational skills and attention to detail • Proficiency in Microsoft Office suite and basic CAD software • Ability to work effectively in a team environment • Good written and verbal communication skills in English • Proficiency in a second language or dialect would be an advantage 	4	1

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2	Strategic Planning & Data Management (POSITION CLOSED)	Intern, Data Analyst	<ul style="list-style-type: none"> • Collaborate with business teams to improve and automate data collection to establish a robust way for collecting data. • Assist in data preparation tasks such as cleaning, transforming, and merging data from various sources. • Create data visualisations and dashboards to help stakeholders understand and interpret data. 	<ul style="list-style-type: none"> • Currently pursuing a degree in statistics, data analytics, or a related field. • Strong analytical and problem-solving skills. • Proficiency in data manipulation and visualisation tools such as Excel, R, Python and Tableau. • Strong communication and interpersonal skills. 	3	1
3	Heritage Policy & Research (POSITION CLOSED)	Built Heritage Intern	<ul style="list-style-type: none"> • Intern to conduct general research pertaining to Singapore's built heritage and participate in fieldwork as and when necessary. • Intern may be asked to support the project team working on the SG60 gazette. This can include compiling interview transcripts, arranging for photo shoots and working with the copywriter for the final write-ups. 	<ul style="list-style-type: none"> • Strong interest in history and/or appreciation for historical buildings and sites • Excellent written and research skills • Possess strong organisation and time management skills and able to work independently 	3	1
4	Heritage Institutions (POSITION CLOSED)	Marketing intern	<ul style="list-style-type: none"> • Social Media Management: Assist in creating, scheduling, and managing content across social media platforms (Facebook, Instagram, TikTok etc.) to enhance brand visibility and engagement. • Content Creation: Support the creation of engaging content, including social media updates, emailers, and other marketing materials. • Campaign Support: Assist in the planning, execution, and tracking of marketing campaigns, including digital advertising. • Analytics and Reporting: Help track and analyse the performance of marketing campaigns and social media metrics to identify opportunities for improvement. • Event Coordination: Assist in planning and executing marketing events or activities. • Collaborative Support: Work closely with the marketing teams to brainstorm new ideas, provide input on creative concepts, and ensure consistent brand messaging 	<ul style="list-style-type: none"> • Currently pursuing a degree or diploma in Marketing, Communications, Business, or a related field (or recently graduated) • Strong interest in digital marketing, social media, and content creation • Excellent written and verbal communication skills • Proficiency in Microsoft Office (Word, Excel, PowerPoint) and Adobe (Photoshop, Illustrator, Premier Pro etc) • Familiarity with social media platforms • Creative, detail-oriented, and able to work both independently and collaboratively • Strong time management and organizational skills with the ability to juggle multiple tasks and meet deadlines • Interest in arts, culture, heritage and museums is a plus 	6	1

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5	Heritage Conservation Centre (POSITION CLOSED)	Collections management and Outreach	<ul style="list-style-type: none"> To learn about Collections management processes (e.g. accessioning and handling of artefacts) Assist with the conceptualisation, writing, and production of outreach materials (e.g., educational text panels, HCC book, brochures). 	<ul style="list-style-type: none"> Strong writing skills Meticulous and detail oriented 	3	1
6	Heritage Conservation Centre	Conservation Science Laboratory	<ul style="list-style-type: none"> Literature review on current findings in quantification methods for museum pollutants. Experimental design of model study for adsorption on PEG-coated surfaces. Validation of calibration curve obtained from the experimental model. Test study of quality control samples with pre-determined concentrations of corrosives. FTIR mapping and distribution of adsorbed corrosive molecules on PEG surfaces. Training on Py-GC/MS and Fourier Transform Infra-Red (FTIR) microscope will be provided. Results processing and data presentation. Final report writing and submission. 	<ul style="list-style-type: none"> Meticulous and detail-oriented, with a methodical approach to testing and results interpretation. Strong teamwork and communication skills to collaborate effectively with the team. Good organizational and documentation skills to support report preparation and analysis. 	3	1
7	Heritage Conservation Centre	Laboratory support intern to assist Paintings section and Materials Testing Work Group (MTWG)	<p>MTWG</p> <ul style="list-style-type: none"> Support the preparation of Oddy test samples, conduct tests, analyse results, and prepare comprehensive reports. Review procedures and material preparation methods used by other institutions to identify best practices and suggest enhancements for the Oddy testing protocol. <p>Paintings section</p> <ul style="list-style-type: none"> Conduct literature reviews on the use of green solvents in conservation and propose possible solutions for application and testing. Assist in the preparation and testing of paint and varnish samples. Participate in laboratory duties as required, such as the preparation of chemical solutions for testing and cleaning of paintings. 	<ul style="list-style-type: none"> Meticulous and detail-oriented, with a methodical approach to testing and results interpretation. Strong teamwork and communication skills to collaborate effectively with the team. Good organizational and documentation skills to support report preparation and analysis. 	2	1

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8	Heritage Conservation Centre (POSITION CLOSED)	Visual Resource Team	<ul style="list-style-type: none"> • Participate in and learn about the basics of artefact photography. • Learn about the different types of image capture activities in HCC. • Support the assessment and scheduling of photography assignments. • Assist with setting up the studio for photography assignments. • Assist with the handling of artefacts from the stores to the studio. • Learn about the handling of different cameras (e.g. Medium-Format Camera vs DSLR) and lighting (e.g. Monobloc vs Powerpack). 	<ul style="list-style-type: none"> • Interest in artefact, product and studio photography • Work well in teams • Proficiency with Microsoft suite • Good attention to detail 	3	1
9	Heritage Conservation Centre	Contemporary Art & Media Work Group (CAMWG)	<ul style="list-style-type: none"> • Work closely with conservation and collections management colleagues to inventorise and assess the contemporary art collection. • Learn about collections and conservation processes relating to contemporary art and digital collections, such as receiving, registering and accessioning. • Support contemporary art accessioning, including discussions with conservation and collections management colleagues on classifying components and tracking locations. • Participate in the rehousing of the time-based media collection, including thinking of ways to re-organise the collection to enable easy retrieval. • Participate in contemporary art and time-based media working group discussions, including those relating to work processes managing contemporary art and digital collections, and preservation needs. • Get a glimpse into exhibition support for contemporary art and time-based media. 	<ul style="list-style-type: none"> • Work well in teams • Proficiency with Microsoft suite • Familiarity with online artwork management systems is a bonus • Good attention to detail • Interest in contemporary art, digital media, heritage and museums is a plus 	3	1
10	Finance & Procurement	Procurement Intern	The intern will be supporting the procurement team with the development of PowerBI/Tableau dashboards.	<p>We are seeking a motivated student with a specialisation in data analytics and data visualisation to join our team.</p> <p>Requirements:</p> <ul style="list-style-type: none"> • Proficient in Microsoft Excel Macro programming, PowerBI and Tableau. • Good writing and verbal communication skills • A self-motivated and friendly individual. 	6	1

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11	National Museum of Singapore (POSITION CLOSED)	Programmes Intern	<p>NMS will require interns daily to facilitate at the Children’s Season 2025 installations and/or programmes. On-site duties including but not limited to:</p> <ul style="list-style-type: none"> • Setting up and keeping the various materials needed at the installation spaces daily, and ensuring that adequate numbers of props/materials are available at the installations at the start of each day • Explaining the installations to families so that they can learn something new about Singapore’s history and heritage • Facilitating the interactive activities at each installation. This includes encouraging a sense of curiosity towards the museum’s artefacts, and encouraging families to bond through participating actively in the activities together • Observation of families' behaviours at the installations and recording this onto an online form • Using a clicker to count visitorship numbers at the Children's Season venues / spaces • Explaining the self-facilitated Artefact Hunt to families, and administering redemption of prizes upon completion of the hunt • Assisting the public with any general questions on CS2024 • Assisting with on-site programmes (e.g. registration, delivering introduction/closing, collecting feedback) • Collation of data/entries received from the various installations/programmes • Help to manage temp staff 	<ul style="list-style-type: none"> • Able to commit the entire duration of the internship (mid-May 2025 - mid-July 2025) • Should be able to join us 1-2 weeks (preferably by 19 May 2025) before Children's Season 2025 starts on 31 May 2025 to be familiarise with the space/programmes. The internship period should also extend to 1-2 weeks after Children's Season ends on 29 June 2025, during which the interns will help with collating feedback and writing the event report. • Good writing and verbal communication skills in English (bonus if they are effectively bilingual). • Confident to manage the temporary staff we will be engaging for Children's Season (shorter duration than internships), which will include but not limited to conducting daily briefing for temp staff, resolving issues on the ground and escalate if needed to permanent staff etc. • Able to work on most of Children's Season weekends. Time-off will be given accordingly on weekdays. 	2	2

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12	National Museum of Singapore (POSITION CLOSED)	Programmes Intern (Seniors and Inter-generational Programmes)	<ul style="list-style-type: none"> • Contribute to the running of our monthly Senior-friendly on-site/Zoom tours. • Support the implementation and running of our 6-week signature programme and other regular senior programmes. • Collate and process data collected from participants of our senior programmes, and to highlight key learning points to improve subsequent runs of the programme. • Designing collaterals/feedback forms for senior programmes to ensure they are easy to administer to seniors and caregivers for capturing meaningful feedback. • Contribute to supporting the running of our Inter-generational programmes involving seniors and children/families that are conduct online/on-site. • Any other duties assigned by supervisors. 	<ul style="list-style-type: none"> • Able to commit to the entire duration of the internship (October 2025-Jan 2026). • Experience in working or volunteering with seniors preferred - Good project management and interpersonal skills. Friendly, meticulous and organised. • Good writing and verbal communication skills, preferably bilingual. Prepared to apply public speaking skills to engage with Reunion's audiences. • Proficiency in other technical skills that can assist in the creation of public-facing collaterals and social media posts, as well as marketing materials using Canva or Adobe Photoshop. • An interest in culture, history, and society. • Able to work on some weekends. Time-off will be given accordingly on weekdays. 	3	1
13	National Museum of Singapore (POSITION CLOSED)	Programmes Intern (Seniors and Inter-generational Programmes)	<ul style="list-style-type: none"> • Support the implementation and running of our ongoing museum-based research involving senior participants for our signature Refresh and Reconnect programme. • Support the implementation and running of other regular senior programmes at Reunion Social Space, such as our monthly Senior-friendly on-site/Zoom tours and workshops • Support the running and planning of Reunion Social Space's Inter-generational programmes involving seniors and children/families/youths • Contribute to the creation of senior and inter-generational programme resources such as tour scripts and guidebooks, based on our existing and upcoming exhibitions. • Design, administer, and provide meaningful analysis for collaterals/feedback forms for Reunion programmes to our key audiences (e.g. seniors and caregivers) • Any other duties assigned by supervisors. 	<ul style="list-style-type: none"> • Able to commit to the entire duration of the internship (May 2025-August 2025) • Good project management and interpersonal skills. Possess critical-thinking skills. Friendly, meticulous and organised • Good writing and verbal communication skills, preferably bilingual. Prepared to apply public speaking skills to engage with Reunion's audiences • Proficiency in other technical skills that can assist in the creation of public-facing collaterals and social media posts, as well as marketing materials using Canva or Adobe Photoshop • A thoughtful and well-informed relationship to heritage, culture, history, and society • Able to work on some weekends. Time-off will be given accordingly on weekdays • Experience in working or volunteering with seniors or other access groups preferred, but not compulsory 	3	1

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14	Asian Civilisations Museum	Exhibitions Intern	<ul style="list-style-type: none"> • Work closely with a team of exhibition technical services officers to understudy and learn specialist mounting design and production as well as planning works for galleries and exhibitions, to display artefacts in line with conservation and safety guidelines. • Provide regular gallery maintenance including conservation cleaning of artefacts on display, maintenance of showcases, lighting and interactives, security of gallery displays, as well as environmental and pest controls. • Work with a team of exhibition technical services officers and managers, as well as project partners and contractors to ensure successful and timely delivery of all works. • Work closely with a team of exhibition technical services officers to understudy and expose to exhibitio and gallery design as well as planning works for galleries and exhibitions. • Administrative support to the Exhibitions Services unit where necessary including procurement of goods and services, housekeeping, management of exhibition-related supplies, equipment etc. • Provide basic computer drafting and visuals for gallery space and artefact display where necessary <p>(Relevant to students who have exposure to lighting design)</p> <ul style="list-style-type: none"> • Work closely with a team of exhibition technical services officers to understudy and learn specialist lighting design and production as well as planning works for galleries and exhibitions, to display artefacts in line with conservation and safety guidelines. 	<ul style="list-style-type: none"> • Meticulous and attentive to details with regard to technical drawings, environmental conditions and installation processes. • Interest in art, design, and history; sensitivity to historical artefacts and familiarity with museum environment conditions. • Efficient, organised, highly motivated with the ability to multi-task in a fast-paced environment. • Flexible and creative thinker with good communication skills, and problem solver with capacity for hard work • Ability to produce basic computer drawings and visuals with CAD and 3D rendering software will be added advantage. • Must be comfortable with working on a ladder. • Experience and knowledge in mount-making, product design and/or 3D product making will be an added advantage <p>(Relevant to students who have exposure to lighting design)</p> <ul style="list-style-type: none"> • Experience and knowledge in the use of different types of lighting to complement a variety of displays or events 	3	3

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15	National Museum of Singapore (POSITION CLOSED)	Partnerships Intern	<ul style="list-style-type: none"> • Coordination with partners and vendors for fundraising event and donor engagement event • Managing set-up and tear down for events • Sending our EDMs and collating / managing RSVPs • On site management and coordination for the fundraising events • Internal comms with other museum teams (estates, exhibitions and curatorial) for execution of certain aspects of the events (in or near gallery spaces) • Managing project timelines 	<ul style="list-style-type: none"> • Proficiency in writing, communicating and presenting in English and Mandarin (optional) • Organized and detailed • Agile and flexible • Able to multitask 	6	1