

NATIONAL HERITAGE BOARD (NHB) INTERNSHIP

No	Institution /Division	Assignment Title	Job Scope & Duties	Requirements	Internship Duration (months)	No. of interns Required
1	Malay Heritage Centre	Marketing & Design Intern	<p>Assist with managing Malay Heritage Centre's (MHC) social media accounts (Facebook, Instagram, TikTok and YouTube)</p> <ul style="list-style-type: none"> • Produce engaging content for MHC's TikTok • Conceptualisation of creative and clear captions for MHC's social media • Community management of MHC's social media (replying to comments and messages promptly) • Fact checking of content to ensure accuracy before publishing • Keep up to date on trends on TikTok and/or Instagram <p>Design & Production</p> <ul style="list-style-type: none"> • Create visually appealing and engaging graphics and designs as part of collaterals such as EDMs, posters and key visuals for MHC's programmes • Support content production work in the development of collaterals such as posters, brochures, graphics and EDMs 	<ul style="list-style-type: none"> • Experience in using content creation tools such as Adobe Creative Suite, Canva, Capcut and/or any other social media editing software • Proficiency in Microsoft Office 	3	1
2	Asian Civilisations Museum	Audience (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 agencies, 	Undergraduate	2	1

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			<p>private sector organisations, and all other teams at ACM</p> <ul style="list-style-type: none"> • Any other duties assigned by supervisor. 			
3	Asian Civilisations Museum	Digital, Marketing & Comms Intern	<ul style="list-style-type: none"> • Assist to create social media content not limited to designing, copywriting with consideration to the ACM and Peranakan Museum brand guidelines • Assist to plan the museums' social media content calendars • Suggest content related to the museums' collections that will attract, appeal and educate the youths • Liaise, coordinate, and collaborate with internal and external stakeholders. Including key partners, marketing and PR agencies, and all other teams at ACM • Any other duties assigned by supervisor. 	Undergraduate	2	1
4	Festivals & Precinct Development	Intern	<ul style="list-style-type: none"> • Assist in the coordination of events, including sourcing and liaising with partners and external agencies • Assist in the overall research, planning and project management of placemaking activities for the BBB precinct • Assist in managing stakeholder database for BBB precinct • Assist in the management and maintenance of BBB's website • Manage BBB IG page and marketing and outreach efforts • Visit stakeholders and attend site recces around the BBB precinct • Assist in the research and content development for BBB's social media platforms, including written articles 	<ul style="list-style-type: none"> • Experience in social media management • Excellent interpersonal and communication skills as you will be reaching out to a wide range of audiences • Good command of English (both spoken and written) and is able to communicate in either of the official languages (Malay, Mandarin, Tamil) • Able to manage multiple stakeholders and projects concurrently • Creative and agile thinker • Able to work independently and as a team 	3	1

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5	Estate Management	Smart Building Technologies	<ul style="list-style-type: none"> • Gather and tabulate user requirements • Work with consultants, vendors and co-ordinate with Estate staff to ensure design requirements are duly documented. • Assist and work with vendors in the development of computerised maintenance management system and digitalisation of assets to improve operation efficiency. • Co-ordinate and assist in automating workflow systems for smooth and efficient management of facilities. • Work with Estates team to manage the installation of physical sensors in museum facilities to aid in predictive maintenance, energy management and enabling swift response to faults. • Review data gathered from technologies, such as those gathered from physical sensors embedded in facilities. • Assist to inspect and carry maintenance checks on preventive maintenance. 	<ul style="list-style-type: none"> • Keen to work in the facilities management industry • Interested in smart building technologies and systems. • Able to work independently and with various groups of people to roll-out the computerised maintenance management systems. • Interested in sustainability issues and implementing sustainability measures. 	4	1
6	National Museum of Singapore	Visitor Experience & Operations Assistant	<p>Guided Tour Management</p> <ul style="list-style-type: none"> • Assist visitors with signing up for guided tours via the visitors' own mobile devices, and issuance of tour stickers • Assist volunteer guides with crowd management during tours <p>Visitor Service Assistant</p> <ul style="list-style-type: none"> • Guide visitors to available digital ticketing kiosks or counters • Direct visitors to various spaces around the Museum and answer their queries <p>Gallery Assistant Support</p> <ul style="list-style-type: none"> • Support programmes and visitor experience in management of interactive spaces and activities within galleries as and when required <p>Volunteer Support</p> <ul style="list-style-type: none"> • Assist with annual volunteer appreciation event • Assist with scheduling and informing volunteers for volunteer- 	<ul style="list-style-type: none"> • Fluent in English • Competent in Adobe design software • Competent in Microsoft Office • Familiar with different types of mobile devices • Able to work on weekends. 	3	1

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			<p>related trainings</p> <ul style="list-style-type: none"> • Assist to call volunteers in the mornings before tour commencement to confirm on their tour attendance 			
7	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) (eg, Theatre Production & Management, Nitec in Electrical Technology (Lighting and Sound), Higher Nitec in Performance Production etc students)</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 	<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) (eg,</p>	3	3

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			production as well as planning works for galleries and exhibitions, to display artefacts in line with conservation and safety guidelines.	Theatre Production & Management, Nitec in Electrical Technology (Lighting and Sound), Higher Nitec in Performance Production etc students) <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 • Must be comfortable with heights and working on a ladder. License to operate a cherry picker lift/MEWP/scissor lift will be an added advantage. 		
8	Heritage Policy & Research	Research Intern	<p>The intern will assist primarily in research about Singapore's maritime heritage. This will potentially involve both desk-based secondary research and primary fieldwork, which may include fieldwork on off-shore sites.</p> <p>The scope of the secondary data includes trawling archives for maps, plans, audiovisual recordings, photographs, and drawings; analysing textual sources (books, diaries, research papers); and the synthesis of data into a research paper.</p> <p>The scope of the primary data may include the conducting of interviews; the taking of photographs; drafting of maps and plans; and other means of data capture.</p> <p>The intern may be engaged to do ad-hoc research work as assigned.</p>	<p>The intern will be an undergraduate student, ideally from the following majors: Anthropology, Geography (society and culture specialisation; or regional Southeast Asian specialisations; or with an Aquatic Ecology minor), History, or Southeast Asian studies.</p> <p>The intern should be comfortable potentially travelling on seacrafts and being in maritime environments. A degree of fluency in Malay or Mandarin will be useful. Candidates with a demonstrable, strong interest towards Singapore's maritime culture, history, and environments will be prioritised.</p>	4	1

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9	National Museum of Singapore	Programmes Officer	<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 • Facilitating the interactive activities at each installation. This includes encouraging a sense of curiosity towards the museum's exhibits, and encouraging families to bond through participating actively in the activities together • Observation of families' behaviours at the installations/programmes and recording this onto an online form • Using a clicker to count visitorship numbers at the Gallery Theatre • 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"> '- Experience in working or volunteering with young children and families preferred - Good writing and verbal communication skills, preferably bilingual - Friendly, meticulous and organised - Able to work on weekends. Time-off will be given accordingly on weekdays 	1	1
10	National Museum of Singapore	Programmes Intern	<p>Contribute to the content creation for our senior / Reunion/ IG / Wellness related programmes</p> <ul style="list-style-type: none"> ii. Explore different art forms to develop, plan and execute meaningful programmes for seniors and general visitors for Quiet Mornings / Wellness related programmes iii. Support the collection of data and simple data analysis work to gather feedback to improve our programmes for seniors and general visitors iv. Support the filming and running of our Monthly Senior-friendly on-site and Zoom tours v. Design publicity materials for senior / IG / Wellness related programmes vi. Contribute to the conceptualisation and implementation of 	Background in Fine Art	4	1

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			regular and ad-hoc IG programmes involving seniors and children / families that are conducted online / on-site vii. Help with Meet-and-Greet of pre-schoolers for facilitated/self-facilitated visits			
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