

## 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><b>Assist with managing Malay Heritage Centre's (MHC) social media accounts (Facebook, Instagram, TikTok and YouTube)</b></p> <ul style="list-style-type: none"> <li>• Produce engaging content for MHC's TikTok</li> <li>• Conceptualisation of creative and clear captions for MHC's social media</li> <li>• Community management of MHC's social media (replying to comments and messages promptly)</li> <li>• Fact checking of content to ensure accuracy before publishing</li> <li>• Keep up to date on trends on TikTok and/or Instagram</li> </ul> <p><b>Design &amp; Production</b></p> <ul style="list-style-type: none"> <li>• Create visually appealing and engaging graphics and designs as part of collaterals such as EDMs, posters and key visuals for MHC's programmes</li> <li>• Support content production work in the development of collaterals such as posters, brochures, graphics and EDMs</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in using content creation tools such as Adobe Creative Suite, Canva, Capcut and/or any other social media editing software</li> <li>• Proficiency in Microsoft Office</li> </ul>	3	1
2	Strategic Planning & Data Management	Intern, Data Analyst	<ul style="list-style-type: none"> <li>• Collaborate with business teams to improve and automate data collection to establish a robust way for collecting data.</li> <li>• Assist in data preparation tasks such as cleaning, transforming, and merging data from various sources.</li> <li>• Create data visualisations and dashboards to help stakeholders understand and interpret data.</li> </ul>	<ul style="list-style-type: none"> <li>• Currently pursuing a degree in statistics, data analytics, or a related field.</li> <li>• Strong analytical and problem-solving skills.</li> <li>• Proficiency in data manipulation and visualisation tools such as Excel, R, Python and Tableau.</li> <li>• Strong communication and interpersonal skills.</li> </ul>	3	1

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3	Heritage Institutions	Education and Outreach Intern	<p><b>To support SYSNMH’s Outreach &amp; Education team in the following areas of work (see job scope below), especially in the preparation and/or implementation of museum education programmes.</b></p> <p><b>Job scope:</b></p> <ul style="list-style-type: none"> <li>• To assist in the research and/or development of SYSNMH’s educational programmes and resources (physical/digital);</li> <li>• To assist in the research and/or content scripting of SYSNMH’s travelling exhibitions</li> <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 Programme) at SYSNMH.</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>• Strong interest in Chinese history and culture</li> <li>• Effectively bilingual (English and Chinese) with good written and communication skills</li> <li>• Good time and project management skills</li> <li>• Ability to multi-task. Able to work independently, yet be a good team player</li> <li>• Equipped with basic photoshop/graphic design/video-editing skills will be helpful</li> </ul>	5	1
4	Asian Civilisations Museum	Audience (Programmes)	<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</li> <li>• Any other duties assigned by supervisor.</li> </ul>	Undergraduate	2	1

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5	Asian Civilisations Museum	Digital, Marketing & Comms Intern	<ul style="list-style-type: none"> <li>• Assist to create social media content not limited to designing, copywriting with consideration to the ACM and Peranakan Museum brand guidelines</li> <li>• Assist to plan the museums' social media content calendars</li> <li>• Suggest content related to the museums' collections that will attract, appeal and educate the youths</li> <li>• Liaise, coordinate, and collaborate with internal and external stakeholders. Including key partners, marketing and PR agencies, and all other teams at ACM</li> <li>• Any other duties assigned by supervisor.</li> </ul>	Undergraduate	2	1
6	Organisation Design & Innovation	3D Heritage Specialist	<p><b>NHB is seeking an intern to work with our team to manage and enforce quality control for our 3D documentation projects and assets. We are currently working to document tangible heritage assets which includes objects, buildings, and sites using 3D scanning and modelling technologies. Some examples include using LiDAR and photogrammetry to generate 3D models of various levels of complexities, processing and manipulation of captured raw data into BIM models and architectural drawings, and utilisation of physical and digital tools to present and share this data. This documentation includes a comprehensive digitisation workflow.</b></p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> <li>• Examination and scrutinisation of 3D models of heritage assets against photographs, videos and scans taken on site, and archival materials</li> <li>• Communicate (or self-rectify where possible) errors that have been identified with our partner surveyors and 3D modellers</li> <li>• Assist in the management of 3D documentation projects with regards to 3D scanning and modelling workflows, asset</li> </ul>	<ul style="list-style-type: none"> <li>• Familiar and confident with industry 3D modelling and texturing workflows</li> <li>• Experience with 3D modelling on popular 3D software like 3ds Max, Maya, Blender or Rhino.</li> <li>• Experience with 2D and 3D building software like AutoCAD and Revit is preferred</li> <li>• Demonstrated experience in having an eye-for-detail for design and modelling</li> <li>• Some knowledge in 3D scanning methodologies and related software like RealityCapture and Metashape is preferred</li> <li>• Detailed, organised, and able to work independently without supervision</li> <li>• Efficient worker who can cope with dynamic deadlines</li> <li>• A keen interest in museums and heritage is preferred</li> </ul>	3	1

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			<p>formats, and deliverables</p> <ul style="list-style-type: none"> <li>• Work with internal and external stakeholders to identify requirements for documentation projects, and translate the requirements into standards for project deliverables</li> </ul>			
7	Organisation Design & Innovation	3D Cataloguer	<p><b>NHB is seeking an intern to organise and catalogue our different forms of heritage content across various sources and formats, as well as help to shape our digital and database workflows. A large part of this scope will be working with our 3D assets, which include the documentation of objects, buildings, and sites with processes such as LiDAR and photogrammetry.</b></p> <p><b>Responsibilities include:</b></p> <ul style="list-style-type: none"> <li>• Catalogue a database of 3D heritage assets, including assigning the correct metadata, organising files into appropriate categories and tags, and working with selected thesauri and controlled vocabulary</li> <li>• Research and write short descriptions of each asset where necessary, for public viewing and engagement purposes, in line with NHB standards of artefact captions</li> <li>• Develop a standardised report framework for vendors to fill up when submitting future 3D models, thus ensuring that all relevant metadata is captured</li> <li>• Assist with the further development of metadata as needed, including researching and synthesising current metadata standards for 3D digitisation and documentation</li> <li>• Refine current workflows regarding the documentation and upload of 3D models</li> </ul>	<ul style="list-style-type: none"> <li>• Strong research and writing skills</li> <li>• Detailed, organised, and able to work independently without supervision</li> <li>• Familiarity with Singaporean and Southeast Asian history and/or 3D modelling and platforms like Sketchfab would be an advantage</li> </ul>	3	1
8	Education and Community Outreach	Community Outreach Intern	<p><b>We are seeking a motivated and dedicated Community Outreach Intern to support our team in planning and executing HAN community initiatives including launch festival(s) and highlight programmes of upcoming HANs. The successful</b></p>	<ul style="list-style-type: none"> <li>• Keen interest in the cultural and heritage sector.</li> <li>• Strong passion for community development and a genuine desire to</li> </ul>	3	1

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		<p><b>candidate should have a passion for community development, excellent organisational skills, and a strong desire to make a positive impact.</b></p> <p>Responsibilities:</p> <p>1. Project Planning and Coordination:</p> <ul style="list-style-type: none"> <li>• Assist in the development and implementation of HAN community initiatives.</li> <li>• Collaborate with team members to set project goals, timelines, and deliverables.</li> <li>• Coordinate logistics, materials, and resources.</li> </ul> <p>2. Stakeholder Engagement</p> <ul style="list-style-type: none"> <li>• Build and maintain relationships with community members, partners, and stakeholders.</li> <li>• Act as a liaison between NHB and its stakeholders to ensure smooth project execution.</li> </ul> <p>3. Publicity:</p> <ul style="list-style-type: none"> <li>• Assist in the creation of promotional materials such as social media content to raise awareness about the initiatives.</li> <li>• Engage with community members through various channels to solicit feedback and input.</li> </ul> <p>4. Event Planning and Execution:</p> <ul style="list-style-type: none"> <li>• Assist in organising and executing community programmes, workshops, and meetings.</li> <li>• Ensure all aspects of events run smoothly, including registration, set-up, and clean-up.</li> </ul> <p>And other ad-hoc duties as assigned.</p>	<p>make a positive impact.</p> <ul style="list-style-type: none"> <li>• Excellent project management, administration, and time management skills.</li> <li>• Strong attention to detail with high degree of accuracy.</li> <li>• Proactive and resourceful, willing to be on the move and work in a fast-paced environment.</li> <li>• Independent and able to multi-task while being a team player.</li> </ul>		
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9	Festivals & Precinct Development	Intern	<ul style="list-style-type: none"> <li>• Assist in the coordination of events, including sourcing and liaising with partners and external agencies</li> <li>• Assist in the overall research, planning and project management of placemaking activities for the BBB precinct</li> <li>• Assist in managing stakeholder database for BBB precinct</li> <li>• Assist in the management and maintenance of BBB's website</li> <li>• Manage BBB IG page and marketing and outreach efforts</li> <li>• Visit stakeholders and attend site recces around the BBB precinct</li> <li>• Assist in the research and content development for BBB's social media platforms, including written articles</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in social media management</li> <li>• Excellent interpersonal and communication skills as you will be reaching out to a wide range of audiences</li> <li>• Good command of English (both spoken and written) and is able to communicate in either of the official languages (Malay, Mandarin, Tamil)</li> <li>• Able to manage multiple stakeholders and projects concurrently</li> <li>• Creative and agile thinker</li> <li>• Able to work independently and as a team</li> </ul>	3	1
10	Festivals & Precinct Development	Intern	<ul style="list-style-type: none"> <li>• Assist in the planning and execution of the Singapore Night festival, including working with festival partners to develop festival programmes, coordinating with vendors, managing logistics, and ensuring smooth running of events.</li> <li>• Work closely with the festival's programming team to help plan and coordinate the festival's events and performances. You will assist in researching potential performers, artists, partners, and help to coordinate their participation in the festival.</li> <li>• Help to recruit and manage volunteers for the festival. You will assist in creating volunteer schedules, coordinating volunteer activities, and ensuring that all volunteers have a positive experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Currently pursuing a degree in event management, marketing, communications, or a related field.</li> <li>• Strong organisational and communication skills.</li> <li>• Good command of English, both spoken and written.</li> <li>• Ability to work independently and as part of a team.</li> <li>• Proficiency in Microsoft Office, and knowledge in basic design skills for collaterals.</li> <li>• Prior experience in event planning, marketing, and/or volunteer management is a plus.</li> </ul>	4	1

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11	Founders' Memorial	Partnerships and Engagement Intern	<p><b>Support the FM partnerships team in the implementation of the Founders' Memorial Groundbreaking Ceremony in June, and launch of Project Citizens in Sept 2024.</b></p> <p>Duties include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Coordination and management of guest list for ceremony</li> <li>• Crafting of partnership letters and official correspondences for stakeholders</li> <li>• Copywriting and design of simple eDMs for internal communications and event</li> <li>• Coordination and liaison with venue partners for roving mobile showcase for Project Citizens</li> </ul>	Good writing skills, meticulous, detail-oriented, eye for good design, and a skillful communicator. Value-add if comfortable with usage of photo-editing software.	4	1
12	Estate Management	Smart Building Technologies	<ul style="list-style-type: none"> <li>• Gather and tabulate user requirements</li> <li>• Work with consultants, vendors and co-ordinate with Estate staff to ensure design requirements are duly documented.</li> <li>• Assist and work with vendors in the development of computerised maintenance management system and digitalisation of assets to improve operation efficiency.</li> <li>• Co-ordinate and assist in automating workflow systems for smooth and efficient management of facilities.</li> <li>• 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.</li> <li>• Review data gathered from technologies, such as those gathered from physical sensors embedded in facilities.</li> <li>• Assist to inspect and carry maintenance checks on preventive maintenance.</li> </ul>	<ul style="list-style-type: none"> <li>• Keen to work in the facilities management industry</li> <li>• Interested in smart building technologies and systems.</li> <li>• Able to work independently and with various groups of people to roll-out the computerised maintenance management systems.</li> <li>• Interested in sustainability issues and implementing sustainability measures.</li> </ul>	4	1
13	National Museum of Singapore	Curatorial & Research Intern	<p><b>Research on specific topics covered in the galleries, including looking for relevant info in the oral and image archives</b></p> <ul style="list-style-type: none"> <li>• Sourcing for AV materials that can be featured in the galleries</li> <li>• Assist in research and paperwork for acquisitions</li> <li>• Preparing/collating info for focus group discussions and/or front-end evaluations</li> </ul>	Good research and writing skills with interest in Singapore's history	3	2

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14	National Museum of Singapore	Visitor Experience & Operations Assistant	<p><b>Guided Tour Management</b></p> <ul style="list-style-type: none"> <li>• Assist visitors with signing up for guided tours via the visitors' own mobile devices, and issuance of tour stickers</li> <li>• Assist volunteer guides with crowd management during tours</li> </ul> <p><b>Visitor Service Assistant</b></p> <ul style="list-style-type: none"> <li>• Guide visitors to available digital ticketing kiosks or counters</li> <li>• Direct visitors to various spaces around the Museum and answer their queries</li> </ul> <p><b>Gallery Assistant Support</b></p> <ul style="list-style-type: none"> <li>• Support programmes and visitor experience in management of interactive spaces and activities within galleries as and when required</li> </ul> <p><b>Volunteer Support</b></p> <ul style="list-style-type: none"> <li>• Assist with annual volunteer appreciation event</li> <li>• Assist with scheduling and informing volunteers for volunteer-related trainings</li> <li>• Assist to call volunteers in the mornings before tour commencement to confirm on their tour attendance</li> </ul>	<ul style="list-style-type: none"> <li>• Fluent in English</li> <li>• Competent in Adobe design software</li> <li>• Competent in Microsoft Office</li> <li>• Familiar with different types of mobile devices</li> <li>• Able to work on weekends.</li> </ul>	3	1
15	Asian Civilisations Museum	Exhibitions Intern	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Meticulous and attentive to details with regard to technical drawings, environmental conditions and installation processes.</li> <li>• Interest in art, design, and history; sensitivity to historical artefacts and familiarity with museum environment conditions.</li> <li>• Efficient, organised, highly motivated with the ability to multi-task in a fast-paced environment.</li> <li>• Flexible and creative thinker with</li> </ul>	3	3



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			<ul style="list-style-type: none"> <li>• 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.</li> <li>• Administrative support to the Exhibitions Services unit where necessary including procurement of goods and services, housekeeping, management of exhibition-related supplies, equipment etc.</li> <li>• Provide basic computer drafting and visuals for gallery space and artefact display where necessary</li> </ul> <p>(Relevant to students who have exposure to lighting design) (eg, Theatre Production &amp; Management, Nitec in Electrical Technology (Lighting and Sound), Higher Nitec in Performance Production etc students)</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>	<p>good communication skills, and problem solver with capacity for hard work</p> <ul style="list-style-type: none"> <li>•Ability to produce basic computer drawings and visuals with CAD and 3D rendering software will be added advantage.</li> <li>•Must be comfortable with working on a ladder.</li> <li>•Experience and knowledge in mount-making, product design and/or 3D product making will be an added advantage</li> </ul> <p>(Relevant to students who have exposure to lighting design) (eg, Theatre Production &amp; Management, Nitec in Electrical Technology (Lighting and Sound), Higher Nitec in Performance Production etc students)</p> <ul style="list-style-type: none"> <li>• Experience and knowledge in the use of different types of lighting to complement a variety of displays or events</li> <li>• 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.</li> </ul>		
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