

# NATIONAL HERITAGE BOARD (NHB) INTERNSHIP 2026

No	Division	Assignment Title	Job Scope & Duties	Requirements	Internship Duration (months)	No. of interns Required
1	Estate Management	Facilities Intern	<ul style="list-style-type: none"> <li>• Assist in day-to-day operations and maintenance of building facilities (eg ACMV system, lighting, fire protection system)</li> <li>• Support in supervising term contractors and ensuring maintenance works are carried out according to specifications and safety standards.</li> <li>• Assist in monitoring energy and water consumption and help with sustainable initiatives</li> <li>• Participate in building inspections, defects rectification</li> <li>• Help prepare reports, update maintenance records and assist in administrative work</li> <li>• Support estate team in ad-hoc projects, supervising upgrading works, compiling reports and events setup when required</li> <li>• Assist in preparing sustainability documentation and performance tracking chart for management review</li> <li>• To support the estate management team in managing security systems and operations, ensuring the safety, security and smooth functioning of museum facilities</li> </ul>	<ul style="list-style-type: none"> <li>• Currently pursuing a Diploma/Degree in Project &amp; Facilities management / Real Estate management / Building Services / Mechanical / Electrical or Building Automation / Environmental / Energy Management or smart technology engineering or related disciplines</li> </ul>	6	1
2	Heritage Conservation Centre	Contemporary Art & Media Intern (APPLICATION CLOSED)	<ul style="list-style-type: none"> <li>• Learn about collections and conservation processes relating to contemporary art and digital collections, such as receiving, registering and accessioning.</li> <li>• Support contemporary art accessioning and re-accessioning, including discussions with conservation and collections management colleagues on classifying components and tracking locations.</li> <li>• 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.</li> <li>• Get a glimpse into exhibition support for contemporary art and time-based media.</li> </ul>	<ul style="list-style-type: none"> <li>• Work well in teams</li> <li>• Proficiency with Microsoft suite</li> <li>• Familiarity with online artwork management systems is a bonus</li> <li>• Good attention to detail</li> <li>• Interest in contemporary art, digital media, heritage and museums is a plus</li> </ul>	3	2

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3	Heritage Policy & Research	Built Heritage Intern (APPLICATION CLOSED)	<p><u>Neighbourhood Heritage Research &amp; Documentation</u></p> <ul style="list-style-type: none"> <li>• Conduct desktop research and site visits to shortlisted neighbourhoods (e.g. Toa Payoh, Commonwealth Crescent, Queenstown) to understand their historical development, community significance, and distinctive identity characteristics.</li> <li>• Identify and document the neighbourhood heritage assets, which may include tangible (e.g. architectural features, community facilities) or intangible heritage elements (e.g. community practices, neighbourhood memories) that uniquely shaped the identity and character of the neighbourhood.</li> <li>• Ideate strategies and actionable recommendations for preserving neighbourhood heritage in the context of major redevelopment (e.g. what should be retained, adapted, or documented before redevelopment occurs).</li> </ul> <p><u>Project Support &amp; General Research</u></p> <ul style="list-style-type: none"> <li>• Assist with NHB Youth Panel Project and other initiatives when required.</li> <li>• Provide general research support and assist with various projects (eg. fact-checking, proofreading of articles).</li> </ul> <p><u>Learning Objectives</u></p> <ul style="list-style-type: none"> <li>• Develop knowledge and understanding of heritage preservation within the urban context of housing estate redevelopment.</li> <li>• Build research, analytical, documentation, and evaluation skills in assessing heritage assets and their significance to neighbourhood identity.</li> <li>• Gain exposure to NHB's work in built heritage, placemaking and youth engagement initiatives.</li> </ul>	<p>Internship Period May to July 2026 (minimum 8 weeks)</p> <p>Preferably looking for a candidate with a strong interest in heritage preservation and placemaking from (NTU, NUS, or SMU) pursuing a degree in urban planning, architecture, heritage conservation, history or geography.</p>	3	1

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4	National Museum of Singapore	Curatorial Intern	<ul style="list-style-type: none"> <li>• Proofreading of exhibition text and artefact text captions and layouts for the SHG revamp in preparation for installation</li> <li>• Proofreading of multimedia and audio guide content for the SHG revamp</li> <li>• Support curatorial team in other revamp-related matters, including user-testing of multimedia/digital content and other administrative duties</li> </ul>	<ul style="list-style-type: none"> <li>• University undergraduates in their 3rd or 4th year of study, with a background in history, art history, humanities or related fields</li> </ul>	3	1
5	National Museum of Singapore	Programmes Intern (Families) (APPLICATION CLOSED)	<p>NMS will require interns daily to facilitate at the Children's Season 2026 (CS 2026) installations and/or programmes.</p> <p>On-site duties including but not limited to:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Explaining the installations to families so that they can learn something new about Singapore's history and heritage</li> <li>• 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</li> <li>• Observation of families' behaviours at the installations and recording this onto an online form</li> <li>• Using a clicker to count visitorship numbers at the Children's Season venues / spaces</li> <li>• Explaining the self-facilitated Artefact Hunt to families, and administering redemption of prizes upon completion of the hunt</li> <li>• Assisting the public with any general questions on CS2026</li> <li>• Assisting with on-site programmes (e.g. registration, delivering introduction/closing, collecting feedback)</li> <li>• Collation of data/entries received from the various installations/programmes</li> <li>• Help to manage temp staff</li> </ul>	<p>Intern should be able to join us by 11 May 2025, 3 weeks before Children's Season 2026 starts on 30 May 2026 to be familiarise with the space/programmes. The internship period should also extend to 2 weeks after Children's Season ends on 28 June 2026, during which the intern will help with collating feedback and writing the event report.</p> <p>He/she will also need to be confident to manage the temp staff that 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 perm staff etc.</p>	2	1

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6	National Museum of Singapore	Programmes Intern (Seniors, Intergenerational, and Inclusive Programmes)	<p>We hope to engage an intern with academic background in the Arts, Humanities, an/or Social Sciences to support the National Museum's Senior as well as inter-generational programmes (involving seniors and children/families/youths). The intern will be primarily working with projects and tasks related to NMS' Reunion Social Space. With this disciplinary background, this intern will be able to apply skills learnt in their course to contribute to the development, planning and execution of meaningful programmes for seniors and interface with senior visitors on-site. He/she is also able to contribute with some simple research and data analysis work to gather feedback and improve our programmes. The intern will also be tasked with carrying out independent research, working through exhibition materials to organise and create materials with programmatic aims in mind.</p> <p>Job Scope:</p> <ul style="list-style-type: none"> <li>• Support the rebrand and content refresh of the museum's senior-friendly and intergen tours based on NMS' revamped galleries content, including training materials for our volunteers.</li> <li>• Support the implementation and running of other regular senior and intergen programmes, such as the senior-friendly tours and workshops</li> <li>• Support digital documentation of built heritage and our National Collection.</li> <li>• Support the running and planning of Inter-generational programmes involving seniors and children/families/youths</li> <li>• Contribute to the creation of senior and inter-generational programme resources such as tour scripts and guidebooks, based on our existing and upcoming exhibitions.</li> <li>• Design, administer, and provide meaningful analysis for collaterals/feedback forms for Reunion programmes to our key audiences (e.g. seniors, caregivers, intergen audiences)</li> <li>• Any other duties assigned by supervisors.</li> </ul>	<ul style="list-style-type: none"> <li>• Able to commit to the entire duration of the internship (May 2026-August 2026)</li> <li>• Good project management and interpersonal skills. Possess critical-thinking skills. Friendly, meticulous and organised</li> <li>• Good writing and verbal communication skills, preferably bilingual as you will be required to do some translation work and do introductions to seniors. Prepared to apply public speaking skills to engage with Reunion's audiences</li> <li>• 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</li> <li>• A thoughtful and well-informed relationship to heritage, culture, history, and society</li> <li>- Able to work on some weekends. Time-off will be given accordingly on weekdays</li> <li>• Experience in working or volunteering with seniors or other access groups preferred, but not compulsory</li> </ul>	3	1

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7	Organisation Design & Innovation	Architectural Design Intern (Digital Heritage)	<p>As a Junior Architectural Designer (Digital Heritage), you will be part of our innovative team working at the intersection of heritage and technology and will work closely with the Digital Heritage Specialist/Architect in the team. Your role will focus on studying, prototyping, and developing both digital and physical tools, experiences, and workflows in the documentation and presentation of 3D and digital heritage, specifically for built heritage. You will be involved in the full spectrum of the design process - from site analysis and research to ideation and conceptualisation, to prototyping and implementation. Working closely with heritage specialists, you will design 3D-based documentation and presentation methods to bridge the disconnect between the stories of our heritage buildings and Singaporeans through the use of digital heritage.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> <li>• Conducting architectural analysis and documentation of heritage sites and buildings through traditional site studies, 3D scanning, photography, and other digital means</li> <li>• Explore and develop engaging ways to present the stories of these sites, its architectural elements and spatial qualities, and the 'life' and activities they hold using the documented assets.</li> <li>• Support digital documentation of built heritage and our National Collection.</li> <li>• Manage and execute architectural documentation projects using both traditional and digital methods</li> <li>• Study and analyse heritage buildings' history, context and architectural and spatial features, spatial qualities</li> <li>• Develop drawings, 3D models, and digital reconstructions for heritage documentation, where necessary</li> <li>• Work closely with the Digital Heritage Specialist/Architect on building documentation strategies</li> <li>• Collaborate with architects, heritage researchers, and conservators to ensure accurate architectural interpretation and representation</li> </ul>	<ul style="list-style-type: none"> <li>• Degree in Architecture, or in a related design field preferred</li> <li>• Experience with 3D modelling software (UE, Blender and Rhino) is a must</li> <li>• Good knowledge on Adobe Suite software like Illustrator and Photoshop preferred</li> <li>• Familiarity with 3D scanning and 3D printing preferred</li> <li>• Ability to work and communicate well with multiple stakeholders is a must</li> <li>• Keen eye for detail in design, innovation, and user experience</li> <li>• Detail-oriented, organised, and able to work independently</li> <li>• Interest in museums, heritage, and/or conservation preferred</li> </ul>	4	1

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8	Preservation of Sites & Monuments	Intern	<p>1. Support periodic inspections of national monuments:</p> <ul style="list-style-type: none"> <li>• Have some opportunity to accompany officers on site inspections to national monuments, and observe interactions with monument stakeholders during visits.</li> <li>• Take detailed notes during inspections, recording observations and concerns</li> <li>• Compile inspection notes and photographs into organised reports, based on existing format and references to past reports.</li> </ul> <p>2. Assist in documentation and record-keeping:</p> <ul style="list-style-type: none"> <li>• Help maintain and organise digital and physical files related to national monuments</li> <li>• Scan and digitise important documents for electronic storage and easy access</li> <li>• Sort and file architectural drawings, historical photographs, conservation reports, archived emails</li> <li>• Create and update spreadsheets to track monument-specific information</li> <li>• Assist in developing a consistent filing system for both physical and digital records</li> <li>• Help in backing up digital files and ensuring data security</li> </ul> <p>3. Aid in research and data collection:</p> <ul style="list-style-type: none"> <li>• Conduct basic research on the history and architectural features of specific monuments</li> <li>• Assist in compiling information for updating Preservation Guidelines</li> </ul> <p>4. Provide administrative support:</p> <ul style="list-style-type: none"> <li>• Help manage correspondence with monument stakeholders and the public</li> <li>• Support the team in following up on queries and requests</li> <li>• Perform various miscellaneous administrative tasks as required</li> </ul>	<ul style="list-style-type: none"> <li>• Currently pursuing an undergraduate/diploma programme in Architecture or a related field</li> <li>• Excellent and consistent academic performance throughout the course of study</li> <li>• Strong interest in architectural conservation, heritage preservation, and Singapore history</li> <li>• Good organisational skills and attention to detail</li> <li>• Proficiency in Microsoft Office suite and basic CAD software</li> <li>• Ability to work effectively in a team environment</li> <li>• Good written and verbal communication skills</li> </ul>	3	1

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9	Strategic Planning & Data Management	Data Analyst Intern (APPLICATION CLOSED)	<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>	6	1
10	Sun Yat Sen Nanyang Memorial Hall	Curatorial and Research Intern (APPLICATION CLOSED)	<ul style="list-style-type: none"> <li>• Work closely with the curatorial team to conceptualise and develop storyline for exhibitions and book publications</li> <li>• Assist curators with conceptualisation, research, writing and editing content</li> <li>• To manage and liaise with collectors, sellers, and/or auction house to acquire new artefacts in line with SYSNMH's collecting strategy</li> <li>• To uncover and develop new leads for potential new collectors, sellers and/or auction houses</li> <li>• Work with the other teams for public programming, education and outreach initiatives</li> <li>• All other duties as assigned by General Manager and Curators of SYSNMH</li> </ul>	<ul style="list-style-type: none"> <li>• BA undergrad/grad (with Honours)/MA in any of the following fields: History, Chinese Studies, Southeast Asian Studies</li> <li>• Relevant research or curatorial work experience would be advantageous</li> <li>• Strong passion, interest and knowledge in Chinese history and culture</li> <li>• Good time and project management skills</li> <li>• Able to work independently and also be a good team player</li> <li>• Strong writing and editing skills</li> <li>• Bilingual with proficiency in Mandarin preferred to liaise with the Mandarin-speaking public</li> </ul>	3	1