

STAFF-IN-CONFIDENCE

S/N	Institution/ Division	Position	Job Scope & Duties	Requirements	Internship Duration
1	Strategic Planning	Intern	<ul style="list-style-type: none"> Assist in the following projects: Museum Landscape Review, MCCY/CA Research on Audience, Our SG Heritage Plan 2.0 Assist to conduct environment scans on the heritage and culture sector, cross-industry trends, and developments that may impact the future of Singapore's museum and heritage landscape 	<ul style="list-style-type: none"> Undergraduate and above Interest in Heritage Able to conduct research and analysis, especially quantitative 	Mar – Aug 2020
2	Festivals & Precinct Development	Intern, Festivals	<p>Work together with the Festivals & Precinct Development (FPD) team to support programmes as part of the Singapore Heritage Festival (SHF) and Singapore Night Festival (SNF).</p> <ul style="list-style-type: none"> Assist in the operational and logistical coordination of the both festival's programming; Work closely with other institutions, stakeholders and external vendors to ensure programmes/festivals success Support the festival's marketing efforts through the collation of materials for publicity materials; Assist in pre-festival outreach programmes 	<ul style="list-style-type: none"> Strong interest in Singapore's heritage and culture Good interpersonal and communication skills Ability to multi-task, work under pressure and independently as well as in a team Basic knowledge of Adobe Photoshop/Illustrator would be helpful 	Mar – Aug 2020

STAFF-IN-CONFIDENCE

3	Finance, Procurement & Admin	Intern	<ul style="list-style-type: none"> Part of the resource management team, focusing on improving the process of preparing management reports to support strategic decision-making, and to ensure optimal allocation and utilisation of the Board's financial resources. This will be done by leveraging on technology solutions such as data analysis and visualisation tools Involve in the implementation of Robotic Process Automation and/or other tools to improve the budgeting process 	<ul style="list-style-type: none"> Polytechnic student or undergraduate in Accountancy or Business Hands-on experience with using Excel, data analytics and/or visualisation tools 	3 to 6 months
4	Indian Heritage Centre	Intern	<ul style="list-style-type: none"> Conduct research on Singapore's Sikh and Punjabi Communities Work closely with the Curatorial team on publication/exhibition matters relating to the Sikh/Punjabi community 	Undergraduate/Postgraduate specialising in History, Art History, South Asian Studies, Southeast Asian Studies	3 to 4 months
5	Indian Heritage Centre	Intern, Visitor Experience Assistant	<ul style="list-style-type: none"> Interact with the general public including greeting and welcoming visitors, attending to phone enquiries, managing bookings and group visits into the Museum, providing assistance and information about the Museum and its exhibits and programs Create a good first impression and set the tone for a successful and enjoyable visit to the Museum Manage visitor services counters including collection of fees for museum admissions, events/activities/programmes membership, revenue from sales of merchandise and other ad-hoc charges Manage the day-to-day retail operations of the museum shop/retail corner including 	Nitec in Travel and Tourism Services	20 weeks

STAFF-IN-CONFIDENCE

			<p>monthly stock take for merchandise items, brochures etc.</p> <ul style="list-style-type: none"> • Assist visitors in way finding and any other matters that may arise • Provide administrative support for other departments 		
6	Language	Intern, Speak Good English Movement	<ul style="list-style-type: none"> • Assist in organising and supporting the processes for the Speak Good English Movement's programmes and initiatives such as the Inspiring Teacher of English Award • General duties include partner management, event logistics and management, writing, content development, implementing PR strategies, maintaining and managing social media • Support projects within the Language Division when required 	<ul style="list-style-type: none"> • Polytechnic student in Media and Communications • Undergraduate in Design and Media, Humanities, English Language and/or Literature • MOE Teacher-in-training or equivalent • Good written and presentation skills; able to multi-task and meet tight deadlines • Willing to work on weekday evenings and weekends if required during the course of work 	3 months (preferably from May – Jul 2020)
7	Language	Intern, Speak Mandarin Campaign	<ul style="list-style-type: none"> • Assist in organising the Speak Mandarin Campaign (SMC) programmes and supporting the processes for SMC's programmes and initiatives • General duties include partner management, sending invitations and consolidating RSVPs • Generate content for the SMC Facebook page • Provide execution and administrative support for SMC programmes 	<ul style="list-style-type: none"> • Undergraduate. Students from the Faculty of Arts and Social Sciences (Chinese Language/Chinese studies) preferred • Interest in Chinese language and culture preferred • Chinese studies (advanced) would be an advantage • Able to speak and write in English with a strong command of Chinese/Mandarin (both spoken, written) 	3 months (preferably from May – Jul 2020)

STAFF-IN-CONFIDENCE

				<ul style="list-style-type: none"> Willing to work on weekday evenings and weekends if required during the course of work 	
8	Language	Intern, Mandarin Research and Content Projects	<ul style="list-style-type: none"> Assist in conducting research on Singaporean Mandarin and its usage, such as supporting data collection, analysis, organisation and presentation Other general duties include editing and proofreading of documents, translation tasks, writing, content development, partner management, implementing PR strategies and managing social media Support projects within the Language Division when required 	<ul style="list-style-type: none"> Polytechnic student from Diploma in Chinese Studies, Ngee Ann Polytechnic Undergraduate in relevant discipline (e.g. Chinese Language/Chinese Studies/Linguistics and Multilingual Studies) Interest in Chinese language and culture preferred Able to speak and write in English with a strong command of Chinese/Mandarin (both spoken, written) 	3 months (preferably from Mar – Jul 2020)
9	Language	Intern, Bulan Bahasa 2020	<ul style="list-style-type: none"> Assist in organising the annual Bulan Bahasa (Malay Language Month). This includes coordinating the Malay Language Council's partners, projects and implementing supporting initiatives to anchor the campaign Other duties include sending invitations and consolidating RSVPs and other logistics in support of the Council's events Liaise with partners on Bulan Bahasa's programme requirements Provide execution support at events and workshops Write content in Malay and translate writings from English to Malay 	<ul style="list-style-type: none"> Polytechnic student or undergraduate in relevant discipline Interest in Malay language and culture preferred Able to speak and write in English with a strong command of Malay (both spoken, written) will be preferred Willing to work on weekday evenings and weekends if required during the course of work 	3 months (preferably from Jul – Sep 2020)

STAFF-IN-CONFIDENCE

			<ul style="list-style-type: none"> Develop content and manage the Malay Language Council social media engagement 		
10	Language	Intern, Tamil Language Festival 2020	<ul style="list-style-type: none"> Coordinate Tamil Language Council's projects and initiatives, including support logistics such as sending invitations and consolidating RSVPs, consolidating survey data and other duties Liaise with partners on Tamil Language Festival programme requirements Provide execution support at events Provide administrative support such as updating website and Facebook Develop content (if able) 	<ul style="list-style-type: none"> Polytechnic student or undergraduate in relevant discipline Interest in Tamil language culture preferred Able to speak and write in English, a good command of Tamil will be preferred Willing to work on weekday evenings and weekends if required during the course of work 	3 months (preferably from Feb – Apr 2020)
11	International and Museum Relations	Intern	<ul style="list-style-type: none"> Provide support for outreach events and meetings organized by the division Collate and review feedback for division's outreach events Assist in creating marketing and promotional materials Update and write posts for the I Love Museums Facebook Undertake additional tasks assigned by reporting officer 	<ul style="list-style-type: none"> Excellent verbal and written communication skills Strong knowledge of Microsoft Office Suite (Word, PowerPoint and Excel) Passionate about creating a vibrant and dynamic museum sector in Singapore that is inclusive and accessible for everyone Knowledge in graphic design would be an advantage 	May – Jul 2020
12	Strategic Comms & Development	Intern	Support the Strategic Communications and Digital division in designing and executing promotional campaigns on NHB's Instagram platforms such as @nhb_sg and @sghawkerculture as part of public engagement and outreach.	<ul style="list-style-type: none"> Polytechnic student or undergraduate in communication or a related field such as marketing, advertising or journalism. Experience with social media platforms, especially Instagram 	Mar/Apr – Jul/Aug 2020

STAFF-IN-CONFIDENCE

			<ul style="list-style-type: none"> • Manage monthly content calendars • Brainstorm campaign ideas • Develop original content such as videos, photos, infographics and curating relevant user-generated content • Track analytics and compile monthly reports to gauge the effectiveness of campaigns • Support the SCD team at NHB programmes and events 	<ul style="list-style-type: none"> • Knowledge of analytical tools to track audience engagement and campaign performance • Strong communication and interpersonal skills • Excellent writing skills • Resourceful and proactive • Ability to multi-task and work in a team • Experience in design, photography and/or video production is an advantage 	
13	Strategic Comms & Development	Intern	<p>Support the Strategic Communications and Digital division in designing and executing promotional campaigns on NHB's Instagram platforms such as @nhb_sg and @sghawkerculture as part of public engagement and outreach.</p> <ul style="list-style-type: none"> • Manage monthly content calendars • Brainstorm campaign ideas • Develop original content such as videos, photos, infographics and curating relevant user-generated content • Track analytics and compile monthly reports to gauge the effectiveness of campaigns • Support the SCD team at NHB programmes and events 	<ul style="list-style-type: none"> • Polytechnic student in advertising or a related field. • Experience with social media platforms, especially Instagram • Knowledge of analytical tools to track audience engagement and campaign performance • Strong communication and interpersonal skills • Excellent writing skills • Resourceful and proactive • Ability to multi-task and work in a team • Experience in design, photography and/or video production is an advantage 	Aug – Nov 2020
14	Asian Civilisations Museum	Intern, Development	<ul style="list-style-type: none"> • Prospect research and prepare research reports • Assist with events planning and management 	<ul style="list-style-type: none"> • MS Office (i.e. Word, Excel and Powerpoint) skills • Meticulous and with a good eye for details in planning 	Apr – Aug 2020

STAFF-IN-CONFIDENCE

			<ul style="list-style-type: none"> • Support with marketing materials and collaterals • Procure and appoint vendors • Manage database and other administrative support 	<ul style="list-style-type: none"> • Prior experience in event management and fundraising campaigns will be an advantage • Good written and verbal communication skills • Pleasant personality with ability to work independently and in a team 	
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16	Asian Civilisations Museum	Intern, Audience	<ul style="list-style-type: none"> • Assist with preparatory work and logistical setup of public programmes • Assist with management of activities during programmes • Assist with administrative duties for public programmes (this includes filing of projects for archiving, organising of photo CDs, and market analysis of surveys collated) • Propose market research methodology • Propose engagement activities for families and young adult audiences 	Postgraduate/Undergraduate/Polytechnic student	Mar – Aug 2020

STAFF-IN-CONFIDENCE

17	Asian Civilisations Museum	Intern, Indian Couture exhibition	Assist with research and other necessary administrative work	Trained in research	At least 3 months
18	Asian Civilisations Museum	Intern, Curatorial	<p>Main role will be to assist the curatorial team in developing content for the new permanent galleries that will address the diverse Peranakan communities, beyond the Babas and Nyonyas, to include Jawi Peranakans, Chitty Melaka and others. A secondary role would be in managing acquisitions, mainly in the scope of research and other necessary administrative work in the curatorial aspects.</p> <p><u>(A) Research</u></p> <ul style="list-style-type: none"> • Research and help compile content for exhibitions and acquisitions using primary and secondary sources. • Assist with editing manuscripts, preparing bibliographies, captions, photograph orderings, and footnotes. <p><u>(B) Exhibitions, publications and media</u></p> <ul style="list-style-type: none"> • Assist with administrative tasks e.g. compile artefact lists, archive photographs, filing relevant documentation • Assist with organising lecture programmes. • Assist with publications from conceptualisation, research, and writing to printing and distribution. <p><u>(C) Collections Development</u></p> <ul style="list-style-type: none"> • Assist curators with acquisition including purchases and donations, prepare 	<ul style="list-style-type: none"> • Modules in History, Art History, Anthropology, Archaeology, Southeast Asian studies preferred • Keen interest in Singapore and Southeast Asia • Excellent communication skills • Fluency in Chinese or Malay is ideal. Literacy in traditional Chinese or Jawi respectively is a plus 	3 months

STAFF-IN-CONFIDENCE

			<p>documentation, forms and other administrative documents.</p> <ul style="list-style-type: none"> Assist with cataloguing of collections. <p><u>(D) Any other duties as assigned by the management</u></p>		
19	Asian Civilisations Museum	Intern, Venue Rental Support	Assist with venue rental support and administrative work (such as handle enquiries, conduct site recces, oversee set ups/teardowns and other administrative work	Pleasant disposition, and some sales experience	4 to 6 months
20	Asian Civilisations Museum	Intern, Visitor Experience Support	Assist with administrative work for Museum Host programme and execution of training programmes for front facing teams at ACM	Pleasant disposition, and good administrative skills	4 to 6 months
21	Asian Civilisations Museum	Intern, Marketing and Content	<p>Role will be to create and manage content on owned social and digital platforms of both museums, as well as to partner independent media and relevant institutions to communicate the museums content – with the core objective of opening up the museums to their audiences.</p> <p><u>Primary Role</u></p> <ul style="list-style-type: none"> Content creation (photography) – photograph objects and happenings within the museums to communicate to two types of audiences, generally, those who will visit, and those who have not Content creation (design) – to ideate and produce images for the museums that will attract attention to topics about the museums, with the objective of creating engagement on the content 	<ul style="list-style-type: none"> Experience in photography Experience with social media including blogs, Facebook, Twitter, etc. Strong flair for writing Interest in art, design, and history Bonus if candidate has practical knowledge on the use of Adobe suite of software (e.g. Photoshop, InDesign, Illustrator) 	Mar – Aug

STAFF-IN-CONFIDENCE

			<ul style="list-style-type: none"> Produce on-point marketing copy for collaterals <p><u>Secondary Role</u></p> <ul style="list-style-type: none"> Work with internal designers to produce collateral, and advertising banners to market the museums, their exhibitions, and programmes Identify possible content partners, and develop relevant joint partnership opportunities that are mutually beneficial to partners as well as the museums 		
22	National Museum of Singapore	Intern, Special Exhibition on Mexico	<p>Main role will be to assist with special curatorial projects, a special exhibition focusing on Mexico. Will also work on individual objects in the collection and acquisition proposals.</p> <p><u>(A) Research</u></p> <ul style="list-style-type: none"> Research and compile content for exhibitions, acquisitions, and other special projects using primary and secondary sources Assist with editing manuscripts, preparing bibliographies, captions, photograph orderings, and footnotes <p><u>(B) Exhibitions, publications, programmes, and media</u></p> <ul style="list-style-type: none"> Undertake tours of special exhibitions and permanent galleries Assist with organising lecture programmes 	<ul style="list-style-type: none"> Undergraduates who have taken modules in History/Art History/Archaeology Excellent research and writing abilities with proficiency in English. Proficiency in other languages would be advantageous Strong organisational, project management and inter-personal skills, able to work independently and in a team Able to use MS Word, Excel, and Google Drive Usage comfortably 	May – Jul 2020

STAFF-IN-CONFIDENCE

			<ul style="list-style-type: none"> • Assist with publications from conceptualisation, research, and writing to printing and distribution. • Assist with preparing and proofing educational and press materials, including collaterals and online content • Assist with programming related to the exhibition • Assist with organising and conducting meetings including minute-taking • Assist with administrative tasks related to special curatorial projects e.g. Compile artefact lists, archive photographs, filing relevant documentation <p><u>(C) Collections Development</u></p> <ul style="list-style-type: none"> • Assist curators with acquisition including purchases and donations, prepare documentation, and other administrative documents • Assist with cataloguing of collections <p><u>(D) Any other duties as assigned by the management</u></p>		
23	National Museum of Singapore	Intern, Admin	<ul style="list-style-type: none"> • Provide support for Registry and office administration • Assist to co-ordinate annual fixed asset sightings and stock-taking • Assist to stock-take physical files in the Registry and set-up file plan in the e-Registry system 	<ul style="list-style-type: none"> • Meticulous and with good command of English, both written and verbal • Proficient in MS Office including Word and Excel 	2 to 3 months

STAFF-IN-CONFIDENCE

			<ul style="list-style-type: none"> Provide administrative and logistical support for onboarding and outboarding matters at NMS 		
24	National Museum of Singapore	Intern	<ul style="list-style-type: none"> Provide support for PoHA event: from administrative to logistical matters etc. Assist in administrative work such as donor management spreadsheets, prep of gifts if any Research on possible donor prospects Assist to organise donor events/activities 	<ul style="list-style-type: none"> Marketing, communications, or art students preferred Good command of the English language and strong written and verbal communication skills Good presentation skills Proficient in Microsoft Word, Excel, PPT Understanding Photoshop and/or other illustrator programmes is a plus Able to multi-task and meet tight deadlines 	Mar – Jul/Aug 2020
25	National Museum of Singapore	Intern, Visitor Experience & Volunteer Management	<p><u>Visitor Services</u></p> <ul style="list-style-type: none"> Support front counter and gallery sitting operations, such as handling phone calls and attending to visitor's enquiries, advising visitors on proper conduct in the museum, crowd management and ushering duties Provide update/maintenance of visitor amenities such as exhibition content, wayfinding signage in the museum, Other duties as assigned <p><u>Volunteer Management</u></p> <ul style="list-style-type: none"> Support and handle docent recruitment matters such as marketing and publicity, registration, document preparation, interview scheduling, applicant coordination and training, etc. 	<ul style="list-style-type: none"> Able to work with MS Office Software, Powerpoint, Word, Excel etc. Ability to work independently and as a team Good interpersonal and communication skills Comfortable in project coordination and working in customer facing roles 	4 to 6 months

STAFF-IN-CONFIDENCE

			<ul style="list-style-type: none"> • Tracking of volunteer hours, commitment fulfilment, benefits and code of conduct matters • Support in the preparation, consolidation and vetting of the audio tour scripts of various languages (English and Chinese) and to prepare for recording of audio tours • Prepare for Volunteer recruitment(s) and publicity (online, interview--usually weekends) • Work with various groups on special exhibition tour schedule and trainings • Work with various groups to confirm the bicentennial tours for 2019, and to support the marketing and publicity of these tours • Other duties as assigned 		
26	National Museum of Singapore	Intern, Programmes	<p>Children's Season at the National Museum</p> <ul style="list-style-type: none"> • Volunteer recruitment and management • Assist with preparing and printing programme signage and other logistics • Set-up, liaise with vendors, facilitate interactive installations and programmes (e.g. character tours/family workshops/performances) on-site to create positive and meaningful visitor experiences • Conduct qualitative observations and photo documentation of programmes • Collect quantitative and qualitative feedback from families through feedback forms and interviews • Data entry and evaluation report of feedback 	<ul style="list-style-type: none"> • Experience in working or volunteering with young children and families preferred • Good written and verbal communication skills, preferably bilingual • Meticulous and organised • Proficient in MS Office (i.e. Word, Excel and PowerPoint) • Able to work on some weekends 	1 May – 30 Jun 2020

STAFF-IN-CONFIDENCE

27	National Museum of Singapore	Intern, Programmes	<p>Senior and family programmes at the National Museum</p> <ul style="list-style-type: none"> • Support in the running of senior programmes at the museum, which include the monthly senior-friendly tour, ad-hoc workshops for seniors, and even develop programmes and toolkits for seniors • Conduct qualitative observations and photo documentation of programmes • For family programmes, assist with printing and preparing programme signage and logistics, and set-up for interactive installations and programmes 	<ul style="list-style-type: none"> • Experience in conducting/ facilitating programmes for seniors preferred • Experience in working or volunteering with young children and families preferred • Good written and verbal communication skills, preferably bilingual • Meticulous and organised • Proficient in MS Office (i.e. Word, Excel and PowerPoint) • Able to work on some weekends 	1 May – 10 Aug 2020
28	National Museum of Singapore	Intern, Programmes	<p>Support the preparation for and facilitation of Education and Public Programmes at the National Museum</p> <p><u>School Programmes</u></p> <ul style="list-style-type: none"> • Help to coordinate and manage school bookings • Set-up and preparation of logistics for school programmes and workshop • Meet-and-greet with schools to welcome them to the museum and ease their visits • Assist museum staff and vendors to facilitate and conduct school programmes • Photo documentation and collection of qualitative feedback for school programmes through observation and conversations with teachers <p><u>Public Programmes</u></p> <ul style="list-style-type: none"> • Assist in set-up and preparation of logistics for public programmes 	<ul style="list-style-type: none"> • Good verbal communication skills • Organised, independent, and able to think on their feet • Experience in events management or education preferred but not required • Event photography and simple photo-editing skills preferred but not required • Able to work on weekends 	1 Jul – 9 Aug 2020

STAFF-IN-CONFIDENCE

			<ul style="list-style-type: none">• Register participants and handle public enquiries for regular lecture programmes• Facilitate programmes and activities at large-scale events like National Day Open House to ensure that visitors have a pleasant and meaningful experience at the museum• Photo documentation and collection of qualitative feedback for public programmes through observation and conversations with the public		
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