

INTERN REQUEST FORM

S/N	Institution/ Division	Assignment Title	Job Scope & Duties	Requirements	Duration
1	Strategic Communications & Digital	Intern	<p>We are seeking a storyteller and marketer who has the creativity, passion and ability to transform NHB's heritage programmes and rich resources into newsworthy and shareable content on digital platforms that include social media, websites and mobile. The candidate is expected to experiment with different forms of content presentation and look out for new ways of engaging audiences online. Our ideal candidate is well-versed in digital metrics and applies analytical skills to continually refine the iterative process of content marketing, with the objective of amplifying reach and engagement with our digital heritage content. The larger outcome is to build advocacy for heritage and our museums.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Conceptualise and execute implementation of various digital initiatives on NHB's social media platforms, such as Facebook and Instagram, on both desktop and mobile platforms, to increase customer engagement and awareness. These would include: • Close collaboration with internal stakeholders to develop content and manage content calendars • Working with external vendors to develop digital assets such as GIFs and videos • Tracking engagement results to gain insights and generate reports for management 	<ul style="list-style-type: none"> • Social media background • Excellent written and verbal communications skills • Independent, efficient, organised and highly motivated with the ability to multi-task and work well in a team • Excellent interpersonal skills, able to interact with diverse stakeholders and partners • Possess strong organisation and time management skills and be versatile at adapting to evolving project needs • Preferably background in communication or a related field such as marketing, advertising or journalism 	5 months

2	Asian Civilisations Museum	Intern, Development	<ul style="list-style-type: none"> Support departmental processes related to stewardship, cultivation and Patron of Heritage Awards 	<ul style="list-style-type: none"> Proficient literacy and numeracy skills Team player Interest in museum sustainability 	8 months
3	Asian Civilisations Museum	Intern, Programmes	<ul style="list-style-type: none"> Assist to execute upcoming online and onsite programmes. This includes but not limited to ACM Celebrates, #SGFashionNow, and Edo x Russel Wong special exhibition Assist Managers by researching relevant reference materials and contribute to ideation for various projects Draft text for publicity and interactive collaterals for various audiences Assist with administration duties such as filing and organising of office or materials 	<ul style="list-style-type: none"> Interested in the arts, heritage and culture Strong interpersonal skills and comfortable interacting with the public for onsite programmes, including families with young children, and other audiences Effective communicator Possess strong writing and research skills Able to work as a team player but also independently when required Keen learner who takes the initiative Available to be on duty onsite from Sunday to Wednesday when required 	5 to 6 months
4	Sun Yat Sen Nanyang Memorial Hall	Intern, Acquisition Research	<ul style="list-style-type: none"> Comb through artefacts sold by local dealers and shortlist items of particular interest to the history of the local Chinese community in Singapore Do research and short write-ups about the historical significance of the shortlisted items 	<ul style="list-style-type: none"> Preferably majoring in History with knowledge of Chinese and local history 	1 to 3 months
5	Heritage Research & Assessment	Intern	<ul style="list-style-type: none"> Assist with ICH stakeholder engagement sessions (notetaking, analysis of info and other related work) Assist with Kampong Glam citizen engagement project ICH research projects and some related editorial and administrative work 	<ul style="list-style-type: none"> Preferably background in Arts/Social Sciences 	4 months

6	Preservation of Sites & Monuments	Intern, Research	<ul style="list-style-type: none"> • Work with researcher and assist with research for team and develop writeups (may require visits to library, archives, etc.) • Provide administrative and logistical support to the team for public outreach and education programmes 	<ul style="list-style-type: none"> • Background in Arts and Social Sciences or a relevant field • Basic research skills • Pleasant personality with strong desire to learn • Excellent written and verbal communication skills • Knowledge of MS Office would be an advantage 	3 to 5 months
7	Preservation of Sites & Monuments	Intern, Education & Outreach	<ul style="list-style-type: none"> • Work with programming team for the following: <ul style="list-style-type: none"> - Assist with content creation for a social media platform - Design and create publicity materials for outreach and education programmes - Provide logistical and administrative support for programmes - Assist in execution of programmes 	<ul style="list-style-type: none"> • Background in Arts and Social Sciences or a relevant field • Savvy with social media • Pleasant personality with strong desire to learn • Excellent written and verbal communication skills • Knowledge of MS Office, Adobe Photoshop and Illustrator would be an advantage • Basic research skills 	3 to 5 months
8	Finance, Procurement & Admin	Intern	<ul style="list-style-type: none"> • Spearhead cataloguing of physical registry files in accordance to a selected schema 	<ul style="list-style-type: none"> • Background in Business Studies or Social Sciences or Data Science fields 	3 months