

Information Package for Internship Application for Year 2013 in the Heritage Conservation Centre



HERITAGE CONSERVATION CENTRE

---- *An institution of National Heritage Board* ----

Information on Internship Application

This package provides important information prior to your internship application to Heritage Conservation Centre (HCC) for the year 2013. Please read the instructions carefully before completing the form. The internship application form can be downloaded from the HCC website <http://www.hcc.sg/Outreach-Programmes/Internship>

1 Purpose

If you are currently pursuing a course in cultural materials conservation or are currently working in a museum in the area of cultural conservation, you may be interested to take up an internship programme with HCC. The internship programme aims to provide interns with practical working training in the field of materials conservation, particularly within a South East Asian context. The internship is offered to applicants who are interested to be attached to one of the following specialist conservation sections - papers, paintings, objects and textiles.

2 Eligibility

The internship programme is opened to all nationalities. Applicants are expected to be proficient in English language and must meet one of these requirements:

- a. currently enrolled in a cultural materials conservation course or in a similar course;
- b. have relevant degree in cultural materials conservation course or similar;
- c. have at least 2 years of professional work experience in a museum-based conservation field.

3 Terms of Internship

Applicants must be able to commit to an internship programme between 6 to 12 weeks. Applicants have to indicate their preferable dates of internship on PART 4 of their application forms.

Successful applicants will receive a monthly allowance of S\$500 during their internship. The allowance, however, will not cover health, housing, transport and insurance benefits.

The intern will be supervised by the staff of HCC Conservation Department. At the end of the internship programme, the intern may be required to do a presentation to the HCC Conservation Section on the work or a specified project that they undertook during the internship.

4 Completion of Application Form

Instructions to complete your application form:

- a. Part 2 of the form
Applicants must include copies of certified translated transcripts or academic records. Please **do not** send Original Transcripts or Certificates. A copy of course outline will only be necessary if the applicant is currently studying;
- b. Part 3 of the form
Applicants can either complete the fields in Part 3 of the application form or include a copy of their curriculum vitae;
- c. Part 4 of the form
Applicants must include a one-page Letter of Intent to express their purposes and interests in doing the internship. Applicants who wish to undertake research projects or specific programmes, may also state the aims of their projects, the research methodology and the likely outcome of their projects in their Letter of Intent;
- d. Part 5 of the form
Applicants must provide a Letter of Recommendation from at least 2 referees, of which one of them has to be from a professional reference. The Letter of Recommendation must be written in original company letterhead with the referees' signatures.

5 Method of Submission

Applicants can choose to send:

- a. Applications via email
Applicants can email their documents in PDF or Word format to janice_teng@nhb.gov.sg and indicate 'INTERNSHIP' in the subject title.
- b. Application via postage
It is advisable to all applicants to send their documents at least 2 weeks before the closing date. All postage must be marked as 'INTERNSHIP' and sent to:

Ms Janice Teng
Manager (Conservation Services)
Heritage Conservation Centre
32 Jurong Port Road, S(619104), SINGAPORE

A complete application should include: (1)Application Form, (2)Letter of Intent, (3)Recommendation letters, (4)Curriculum Vitae, (5)Other supporting documents

Please note that all application forms and documents will not be returned to their respective senders.

6 Closing Date of Submission

The application period is from **03 January 2013 to 31 January 2013.** Application forms received after 31 January 2013 will not be accepted.

7 Selection

The applicant's academic background, work experience, and career plans will be taken into consideration during the selection round. All applicants are strongly encouraged to complete all sections of the application form (unless stated otherwise) and submit all required documents, as incomplete applications will be rejected.

Only successful applicants will be informed 2 months after the closing date by email or telephone call. A telephone interview may be conducted for shortlisted candidates.

8 Contact Information

For more information or assistance, please contact:

Ms Janice Teng
Manager (Conservation Services)
Heritage Conservation Centre
32 Jurong Port Road, S(619104), SINGAPORE
Phone number: +65 6267 2611
Email address: janice_teng@nhb.gov.sg
Fax number: +65 6267 2614