

NUS MUSEUM

CALL FOR INTERNSHIP APPLICATIONS MAY 2017

The NUS Museum Internship Programme

The NUS Museum Internship Programme aims to engage students by introducing them to museum work, providing research opportunities, developing skills, and access to mentorship. Through this programme, we aim to build a rapport with students and encourage their interests in the arts and heritage. By working as part of the museum team, many learning opportunities will be available, enabling students to gain greater insight into the workings and resources within the NUS Museum.

1. Application Timeline

9 March – 2 April	Open call for application.
2 April	Deadline for submission of applications. Please return a copy of the attached internship application form with a copy of your CV and a recent essay/writing sample via email to museum@nus.edu.sg with the subject header “NUS Museum Internship Programme”. Applications received after this date will not be considered.
11 – 13 April	Shortlisted applicants will be notified for the scheduling of internship interviews. *Shortlisted applicants for Position 6 (Museum Outreach Intern) will be notified between 17-18 April. We regret that applicants who were not selected may not be notified.
17 – 20 April	Internship interviews will take place during this period. *Interviews for Position 6 (Museum Outreach Intern) will take place between 19-20 April.
21 April onwards	Shortlisted applicants will be informed of the results of the interviews.

2. Positions Available

Position 1: Photographic Projects
Position 2: Chinese Art
Position 3: Curatorial Programming
Position 4: Exhibition Management & Editorial
Position 5: Archaeology Research & Programmes
Position 6: Museum Outreach
Position 7: Baba House Outreach
Position 8: Collections Online

Please refer to Pg 4-7 for further details about each position.

3. Duration

The official duration of the internship is from 8 May – 4 August 2017 (13 weeks) during the official NUS vacation period. Applicants who are able to commit for the official duration are preferred. However, exceptions may be made for students whose university's vacation period differs from NUS. Please state your period of availability in Section 4 of the application form.

4. Stipend

Interns will be provided with a monthly stipend of \$500 during the internship period.

5. Eligibility

Applications are welcome from all undergraduate and graduate students enrolled at local and overseas institutions. For foreign students studying in overseas institutions, please note the no further support will be provided beyond the stated internship stipend. You are also responsible for ensuring that you are eligible to work in Singapore. For more information, please refer to the Ministry of Manpower's website - <http://www.mom.gov.sg/passes-and-permits>

6. Frequently Asked Questions

1. Are tertiary students (junior college, polytechnic) eligible to apply for the internship programme?

The internship programme is pitched at the undergraduate level and it is not advisable for tertiary students to apply.

2. Can I apply if I have holiday plans / other commitments during the internship period?

Yes, as long the disruption is minimal to the overall duration. You may request/discuss for days off with your internship supervisor. Please state your dates of unavailability in Section 4 of the application form.

3. Do I need to have an art/museum-related academic background to apply?

No, we welcome students from all academic backgrounds to apply. However, make sure that you are able demonstrate interest and capability for the positions you are applying for. Do note that some positions may ask for familiarity in certain topics.

4. May I apply for more than 1 position?

Yes. You may apply for a maximum of 2 positions. Please ensure that you meet the requirements for each position and are able to demonstrate interest and capability for the positions you apply for.

5. What should I submit for my essay / writing sample?

You may choose to submit any recently written essay or writing sample. We want to see how you write and how you think! There is no restriction to the content or length of your written piece. You should also select an essay / writing sample that is advantageous to the position(s) that you are applying for.

6. Will I be notified if I am shortlisted?

Yes, shortlisted applicants will be notified once the selection process is complete. We regret to say that with the high volume of applications we receive, applicants who are not shortlisted may not be notified.

7. What happens when I am shortlisted?

You will be contacted for a short interview with the NUS Museum staff. After the interviews are completed, the results will be made known to shortlisted candidates.

8. Is it possible to have a telephone or Skype interview?

Yes, if you are located outside of Singapore during the period of the internship interviews. We will work with you to schedule a suitable time.

9. What are the working hours for an intern?

All the internship positions listed are full-time positions that will require the intern to work in the museum office from Mondays-Fridays, 9.30am – 6pm for maximum immersion into the daily life of a museum practitioner. Interns may also be asked to assist in museum events that take place after office hours or on the weekends.

7. More Information

For further enquiries not found here, please write in your questions to museum@nus.edu.sg.

Curatorial Positions

1. Photographic Projects

This position requires the intern to assist in the research and maintenance of documentation of curatorial projects related to photography.

Requirements:

- Ability to read, write and research in Chinese and French. Please provide certification of language proficiency if available. A comprehension test will be conducted during the interviews.
 - Interest in photography and/or photographic history
 - Interest in or knowledge of geography
 - Possess good organisational skills
 - Able to work proactively and independently
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2. Chinese Art

This position requires the intern to research and organise documentation for projects related to the NUS Museum's Chinese ink collection, and to assist in further research and development of exhibitions on the visual and textual culture of the Chinese overseas.

Requirements:

- Ability to read, write and research in Chinese. Please provide certification of language proficiency if available.
 - Familiarity with prominent issues in modern Chinese intellectual history (1895-1989) and an interest in its interaction with Singaporean education and/or visual arts
 - An interest in forms of Chinese visual satire and communication
 - Possess good organisational skills
 - Able to work proactively and independently
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3. Curatorial Programming

This position requires the intern to work within the curatorial approaches of the Museum's exhibitions. It will require the intern to assist in conceptualising, developing and facilitating programming related to the current exhibitions *Radio Malaya: Abridged Conversations about Art*, *Buaya: The Making of a Non-Myth*, and *Crater Studios*. The scope of work includes studying past exhibition programmes and conceptualising new programming, as well as assisting with on-going projects and facilitating proposed events.

Requirements:

- Knowledge and encounter of exhibitions and public programmes in NUS Museum
- Experience or interest in programming events, meetings and tours
- Display multidisciplinary interests or knowledge
- Possess good organisational skills
- Able to work collaboratively, proactively and independently

4. Exhibition Management & Editorial

This position requires the intern to assist in the management of exhibitions and curatorial projects. The scope of work includes organisation of information, research materials, and assisting in facilitating tasks required to set up artworks and displays. The position will also include a degree of editorial work and co-management of upcoming exhibition publications, requiring the intern to work hand in hand with the curatorial supervisor, exhibition officer and project collaborators (artists, faculty, writers).

Requirements:

- Knowledge and encounter of exhibitions and public programmes in NUS Museum
- Knowledge and interest in curatorial work
- Possess good organisation and project management skills
- Display multidisciplinary interests or knowledge
- Excellent written and verbal communication skills
- Able to organise and present information spatially

Outreach & Programmes Positions

5. Archaeology Research & Programmes

This position requires the intern to identify the current use of science and technology in cultural heritage studies, particularly archaeological research and investigations on ceramic glazes, propose and organise a series of talks and workshops, identifying potential interests from NUS departments, in relation to the above topics.

Requirements:

- Interested in the application of scientific methods and technology in cultural heritage investigations
 - Possess good organisational skills
 - Able to work collaboratively, proactively and independently
 - Year 2 and above
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6. Museum Outreach

This position requires the intern to work with the Museum Outreach team in conceptualising and executing the Museum's general programmes for 2017/2018. These programmes include talks, seminars and film screenings related to the Museum's exhibitions and collections. The intern will also develop and conduct guided tours in the Museum. The intern should be prepared to work during the Museum's evening and Saturday programmes.

Requirements:

- Knowledge and encounter of exhibitions and public programmes in NUS Museum
 - Meticulous with a keen attention for details
 - Good organisational and time-management skills
 - Pleasant, out-going personality
 - Articulate and prepared to apply public speaking skills to engage with the Museum audiences
 - Proficiency in design software an advantage but not a requirement (please submit a design portfolio if applicable)
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7. Baba House Outreach

This position requires the intern to assist in conducting research to plan and market the Baba House Docent Training Programming, house operations and events, developing content for offline and online platforms and other admin duties as assigned.

Requirements:

- Strong interest in Peranakan culture. Prior knowledge an advantage but not a requirement
- Pleasant, out-going personality
- Articulate and prepared to apply public speaking skills to engage with the Baba House audiences
- Meticulous with a keen attention for details
- Good organisational and time-management skills

Collections Position

8. Collections Online

The NUS Museum Collections Online project aims to provide public access to objects from the collections of the NUS Museum. The content development for this project comprises of three phases: Phase 1 focuses on content from existing publications; Phase 2 focuses on recent acquisitions; and the final phase will focus on collection highlights.

This position requires the intern to assist in content development for Phase 2. The scope of works includes consolidating existing artwork documentation into MS-Word documents for later upload to the Museum's database.

Requirements:

- Able to work proactively and independently
- Proficient with MS-Office applications
- Good organisational and time-management skills

**NUS MUSEUM INTERNSHIP PROGRAMME
APPLICATION FORM**

1. Personal Particulars

Name		Photo
Date of Birth		
Contact No.		
Email Address		
Nationality		

2. Course Information

Institution	
Faculty	
Department	
Major	
Year of Study	

3. Internship Position(s) Applying For

You may apply up to a maximum of two internship positions. Applications will be considered in order of your choices.

First Choice	
Second Choice	

4. Period of Availability

Please state your period of availability / unavailability.

Dates	
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5. Statement of Intent

Please write a brief statement of intent introducing yourself, your interest and experience with the NUS Museum, and your reasons for wanting to participate in this programme. (Maximum 500 words)

6. Research Interests

Please state the topics that you are interested in or currently focusing on.

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