

NUS MUSEUM

CALL FOR INTERNSHIP APPLICATIONS DEC 2018

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

20 Sept – 14 Oct	Open call for application.
14 Oct	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.
29 Oct onwards	Shortlisted applicants will be notified for the scheduling of internship interviews.
5 – 9 Nov	Internship interviews will take place during this period.
12 Nov onwards	Shortlisted applicants will be informed of the results of the interviews.

2. Positions Available

Position 1: Exhibitions
Position 2: Museum Outreach
Position 3: Baba House Outreach
Position 4: Collections

Please refer to Pg 4-5 for further details about each position.

3. Duration

The official duration of the internship is from **10 December 2018 – 11 January 2019** during the official NUS vacation period. Applicants who are able to commit for the official duration are preferred.

If your period of availability differs from this official period, please state your period of availability in Section 4 of the application form.

4. Extension of Internship

Upon completion of the December duration and with mutual agreement, these internships may be extended as a semester internship for January – May 2019.

5. Stipend

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

6. 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>

7. 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. May I apply if I have holiday plans / other commitments during the internship period?

Yes, as long the disruption is minimal to the overall duration. Unavailable dates should be declared in Section 4 of the application form. Please note that candidates who are able to commit for the full duration are preferred.

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 submit any recently written essay or writing sample. We are interested in 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.

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.

More Information

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

Positions Available

1. Exhibitions

This position requires the intern to work with the curator of the South and Southeast Asian Collection in managing information, organizing research and assisting the management of exhibition programmes. The exhibition projects are *Crossings*, *Rediscovering Thai Masters of Photography*, *Homeless* and the two ongoing prep-room projects *Of Place and A Paradox* and *After Ballads*. It will require the intern to compile exhibition kits and bibliographies, manage engagements with collaborators, conceptualise and organise upcoming events related to the exhibitions. Surrounding these tasks are consistent research on exhibition points and executing possible physical tasks in the exhibition spaces.

Requirements:

- Knowledge and encounter of exhibitions in NUS Museum
 - Excellent writing and editorial skills
 - Responsible and respectful communication skills
 - Good at organising multiple tasks and appointments
 - Conscientious time management in relation to individual and collective tasks
 - Able to work collaboratively, proactively and independently
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2. Museum Outreach

This position requires the intern to work with the Museum Outreach team in researching, conceptualising and organising programmes, visits and administrative work. The intern will also learn to develop and conduct guided tours at the Museum. The intern should be prepared to work on weekday evenings and Saturday afternoons to support Museum programming.

Requirements:

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

This position requires the intern to work with the Baba House team in researching, conceptualising and organising Outreach programmes, heritage tours and house operations. The intern should be prepared to work on weekday evenings and Saturday afternoons to support Baba House' programming.

Requirements:

- Strong interest in Peranakan culture. Prior knowledge an advantage
 - Articulate and prepared to apply public speaking skills to engage with visitors
 - Meticulous with a keen attention for details
 - Good organisational and time-management skills
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4. Collections

This position requires the intern to work with the Collections team. The NUS Museum Collections Team manages over 8,000 artefacts and artworks categorised across four main collections. The team supports the museum in the areas of acquisitions, valuations and artefact management, including documenting, accessioning, storage, conservation, display (on-site and on-line), loan and access to the museum's collections.

Requirements:

- Demonstrates interest in museology and conservation
- Able to work proactively and independently
- Good organisational and time-management skills
- Meticulous with a keen attention for details
- Proficient with MS-Office applications

NUS MUSEUM INTERNSHIP PROGRAMME APPLICATION FORM

1. Personal Particulars

Name	
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.

Please return a copy of the 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**" by 14 October 2018, 2359. Applications received after this date will not be considered.