

NUS MUSEUM

CALL FOR INTERNSHIP APPLICATIONS MAY-JULY 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

12 March – 4 April	Open call for application.
4 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.
16 – 18 April	Shortlisted applicants will be notified for the scheduling of internship interviews. We regret that applicants who were not selected may not be notified.
23 – 26 April	Internship interviews will take place during this period.
27 April onwards	Shortlisted applicants will be informed of the results of the interviews.

2. Positions Available

Position 1: Exhibitions Management & Programmes
Position 2: Exhibitions Management & Curatorial Research
Position 3: Museum Outreach
Position 4: Collections Online

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

3. Duration

The official duration of the internship is from 14 May – 3 August 2018 (12 weeks) 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. 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 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. 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.

Positions Available

1. Exhibitions Management & Programmes

This position requires the intern to assist in developing and facilitating education and public programmes for recently launched exhibitions, *Crossings: A Solo Exhibition by Wei Leng Tay*, *Rediscovering Forgotten Thai Masters of Photography: A Project By Mani Sriwanichpoom*, and *prep-rooms After Ballads* and *Buaya: The Making of a Non-Myth*. The scope of work will provide for the development of curatorial and institutional literacy through co-management and co-conceptualisation of on-going projects and assisting the curator-supervisor in all other matters relating to these exhibitions

Requirements:

- A consistent and creative practice in the visual and performing arts will be highly advantageous (please showcase your work as part of your CV or a portfolio)
- Knowledge and encounter of exhibitions and public programmes at NUS Museum
- Experience or interest in programming events, meetings and tours
- Display multidisciplinary interests or knowledge
- Possess good organisational skills
- Possess good inter-personal skills, with an ability to work collaboratively and network, be proactive and independent

2. Exhibitions Management & Curatorial Research

This position requires the intern to assist in the research and management of upcoming exhibitions at the NUS Museum. The scope of work includes organisation of information, research materials, and assisting in facilitating tasks required to set up artworks and displays.

Requirements:

- Knowledge or curiosity of contemporary ink artworks will be advantageous
- Knowledge and encounter of exhibitions and public programmes at NUS Museum
- Possess good organisational skills
- Possess good inter-personal skills, with an ability to work collaboratively and network, be proactive and independent

3. Museum Outreach

This position requires the intern to assist the Museum Outreach team with 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 during the Museum's evening and Saturday programmes.

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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4. 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 work includes consolidating existing artwork documentation into MS-Word documents for later upload to the Museum's database.

Requirements:

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

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.

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 4 April 2018, 2359. Applications received after this date will not be considered.