

# NUS MUSEUM

## CALL FOR INTERNSHIP APPLICATIONS DECEMBER 2020

### The NUS Museum Internship Programme

The NUS Museum Internship Programme offers opportunities for all undergraduate and graduate students to explore museum careers across its various units. Through this internship, we hope to provide research opportunities, develop professional skills and access to mentorship, while building rapport with students to encourage their interests in the arts and heritage. With over ten years of hosting interns from a wide variety of academic backgrounds, our interns have gained valuable experiences with us, going on to take up positions both in the arts as curators, programmers, or academics, and in other non-arts related industries as well. As the NUS Museum is situated within a flourishing nexus of academic faculty and practitioners from around the region, students gain greater insight into the particular resources and processes inherent to a university museum, and at the same time, learn more about the interests, labour and developments within the local museum and arts industry.

Due to the circumstances around COVID-19 this year, the NUS Museum Internship Programme will face adjustments to accommodate both government and NUS policies to ensure a safe working environment for all.

### 1. Application Timeline

13 Oct – 1 Nov	Open call for application.
1 Nov	Deadline for submission of applications. Please return via email to <a href="mailto:museum@nus.edu.sg">museum@nus.edu.sg</a> with the subject header “ <b>NUS Museum Internship Programme</b> ”, including the following attachments:  (1) A copy of the attached internship application form (2) A copy of your CV (3) A recent essay/writing sample  Applications received after this date will not be considered.
10 Nov onwards	Shortlisted applicants will be notified for the scheduling of internship interviews.
16 – 20 Nov	Internship interviews will take place during this period.
20 Nov onwards	Shortlisted applicants will be informed of the results of the interviews.

## **2. Positions Available**

Position 1: Archiving Assistant – Contemporary Art Materials

Position 2: Museum Outreach – Programmes

Position 3: Collections and Exhibitions Management

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

## **3. Duration**

The official duration of the internship is from **7 December 2019 – 10 January 2020** during the official NUS vacation period, **with an exception to Position 1** (for more details, see Section 9). Applicants who are able to commit for the stipulated duration are preferred.

If your period of availability differs from the stipulated 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 upon mutual agreement, internships may be extended as a semester internship for January – May 2020. Please indicate your interest in Section 4 of the application form.

## **5. Stipend**

Interns will be provided with a stipend of \$800 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 that 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**

- **How will the COVID-19 restrictions affect the NUS Museum Internship Programme?**

To ensure a safe working environment for all our staff and interns, we will be adjusting our Internship Programme to accommodate both government and NUS policies. As such, parts of the internship may require telecommuting, with only some days of access to the NUS Museum and/or University Cultural Centre (UCC) office. Interns will also be

tagged to their respective supervisors to come on site (to the Museum and/or UCC) according to their alternate-week team segregations.

- **With the COVID-19 restrictions on NUS campus, will my zoning allocation affect my application?**

While we will continue to select our interns based on aptitude and ability, do note that certain positions may require some access to the NUS campus and either the NUS Museum or our office located at the University Cultural Centre. You can find more details in the positions outlined below under Section 9. Please also refer to the NUS zoning regulations to check your access to these various buildings:

<https://emergency.nus.edu.sg/>.

- **May I apply if I'm not from NUS (given the COVID-19 restrictions)?**

Yes, you may still apply. For non-NUS students, access to the NUS Museum will require visitor registration for each point of entry for the day, and access to the University Cultural Centre is subject to approval. For both these sites, on-site work is still pegged to your supervisor's alternate-week team segregations as well. However, do note that dining options for members of the public on campus are limited.

- **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.

- **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. You may request/discuss for days off with your internship supervisor. Please state your dates of unavailability in Section 4 of the application form.

- **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.

- **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.

- **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.

- **Will I be notified if I am shortlisted?**

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

- **What happens when I am shortlisted?**

You will be contacted for a short interview with NUS Museum staff. After the interviews are completed, the results will be made known to shortlisted candidates. Please check the application timeline in (1) for more details.

- **Is it possible to have a telephone or Zoom interview?**

Yes. Due to the COVID-19 restrictions, we will most likely hold all our interviews over Zoom. We will work with you to schedule a suitable time.

- **What are the working hours for an intern?**

All the internship positions listed are full-time positions that will require the intern to work and be contactable 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 where applicable.

## 8. More Information

For further enquiries not found here, please write in your questions to [museum@nus.edu.sg](mailto:museum@nus.edu.sg).

## 9. Positions Available

### **Position 1: Archiving Assistant – Contemporary Art Materials**

This job requires interns to research and organize materials from contemporary practices such as video, installation and personal effects (memorabilia, photographs). They will assist the Museum's curator by documenting materials and archives, conducting and transcribing interviews, cataloguing works and researching on methods relating to museological care to such materials. **(Please note that this position requires a commitment for 11 weeks)**

#### **Requirements:**

- An energetic and scrupulous disposition towards tasks.
- Some experience with photography, video production (and editing), as well as handling archives

- Interest in methods and organising systems
- Some understanding on contemporary art practices
- Willingness towards mundane tasks related to details, and information
- **Ability to work in the NUS Museum on some days** (i.e. applicants for this position must be able to have access to the NUS Museum on some days in the week. Please check <https://emergency.nus.edu.sg/> for more information)
- **Please also note that this position will require you to commit beyond the standard internship duration, and instead will be for 11 weeks in total, from 7 December 2020 – 21 February 2021, with the intern working part-time once the semester resumes.** As such, telecommuting and work hours will be determined again after 10 January, subject to the intern's availability and schedule.

Positions Available: 1

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### **Position 2: Museum Outreach – Programmes**

This position requires the intern to work with the Museum Outreach team in researching, conceptualising and organising upcoming programmes. Particular focus will be placed on film programmes conceived around the Museum's exhibitions, and will have the intern study various trajectories and themes that may orbit or depart from these presentations. Ancillary work may include developing social media strategies to market these programmes. The intern should be prepared to work during the Museum's evening and Saturday programmes, whether on-site or off-site.

#### **Requirements:**

- Interest in and some familiarity with films and film programmes from around the region
- Familiarity with local museum programmes
- A creative approach to research, with an ability to articulate ideas well
- General social media know-how with good ideas for public engagement strategies
- Prepared to apply public speaking skills to engage with the Museum audiences
- Proficiency in design software or photography an advantage but not a requirement (please submit a portfolio if applicable)
- **Can telecommute easily. Access to NUS Museum and the University Cultural Centre is preferable (but not required)**

Positions Available: 1

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### **Position 3: Collections and Exhibitions Management**

The intern will assist the collections team in administrative and logistical support required for exhibitions and collections management. Subject to on-site access, the intern will assist in areas such as artefacts and artworks handling, collections access and storage, as well as exhibition installation/ de-installation. This position will also initiate the intern to the management of

collections records, working on disaster management policies and procedures through specific case scenarios and materials present in the NUS Museum collection.

**Requirements:**

- Demonstrates interest in museology and conservation
- Able to undertake physical labour (as some of the tasks may involve manual activities)
- Patient and meticulous especially when handling with artefacts records and inventories
- Takes initiative and is open to ideation
- Proficient with MS-Office applications
- **Ability to work in the NUS Museum on some days** (i.e. applicants for this position must be able to have access to the NUS Museum on some days in the week. Please check <https://emergency.nus.edu.sg/> for more information)

Positions Available: 1

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**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 the order of your choices.

First Choice	
Second Choice	

**4. Period of Availability**

Please state your period of availability / unavailability, and your interest in a semester extension.

Dates		
Semester Extension	Yes	No

### 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](mailto:museum@nus.edu.sg) with the subject header “**NUS Museum Internship Programme**” by 1 November 2020, 2359. Applications received after this date will not be considered.