

NUS MUSEUM

CALL FOR INTERNSHIP APPLICATIONS MAY-AUGUST 2019

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

8 – 31 March	Open call for application.
31 March	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.
8 – 12 April	Shortlisted applicants will be notified for the scheduling of internship interviews. We regret that applicants who were not selected may not be notified.
15 - 18 April	Internship interviews will take place during this period.
22 April onwards	Shortlisted applicants will be informed of the results of the interviews.

2. Positions Available

Position 1: Exhibitions – South & Southeast Asian Collection

Position 2: Exhibitions – Vietnam War Art Collection

Position 3: Exhibitions – Contemporary Practice

Position 3: Museum Outreach

Position 4: Collections Management

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

3. Duration

The official duration of the internship is from **13 May – 2 August 2019 (12 weeks)** during the official NUS vacation period. Applicants who are able to commit for the full 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 offered by NUS Museum?

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. Is the NUS Museum related to the NUS Centre For the Arts (CFA)?

Yes, the NUS Museum is a division part of the NUS Centre For the Arts (CFA).

6. May I apply for other positions offered by other CFA divisions?

Yes, you may apply for different positions across CFA. However, within each division, there could be limits stated so please read the FAQs of the division you are interested to apply for. Please ensure that you meet the requirements for each position and are able to demonstrate interest and capability for the positions you apply.

7. 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.

8. 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.

9. 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.

10. What happens if after the interviews, I am selected by multiple CFA divisions?

Each division will contact their shortlisted candidates to notify them of the results. If you are offered more than one position across, division, you can decide on your preferred position and decline the rest.

11. 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.

12. 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 – South & Southeast Asian Collection

This position requires the intern(s) to work with the curator of the South and Southeast Asian Collection in managing information, organising research and assisting the management of exhibition programmes and prep-room projects. The exhibition programmes will center on the on-going exhibition *Radio Malaya: Abridged Conversation About Art*, requiring the intern(s) to study themes tacit and implicit within the artworks and other NUS Museum exhibitions so as to propose new frameworks and creative iterations.

Other exhibition management tasks will include organising and consolidating documentation, bibliography, transcription work, physical chores in the exhibition spaces, artifact handling, cooperating with Museum staff and interacting with Museum collaborators.

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

Positions Available: 2

2. Exhibitions – Vietnam War Art

This position requires the intern to work with the curator of an upcoming exhibition on Vietnamese wartime art, organising and collating curatorial research, and assisting with exhibition management and installation. The exhibition is scheduled to open this August 2019 and will feature posters, woodcuts, drawings and paintings from the collection of Dato' N. Parameswaran, Malaysia's Ambassador to Vietnam from 1990 to 1993.

Requirements:

- Proficiency in the Vietnamese language will be highly advantageous
- Interest in art and history
- Possess strong organisational skills
- Familiarity with Microsoft Office applications including Word and Excel
- History / Geography / Political Science / Southeast Asian Studies Majors are preferred

3. Exhibitions – Contemporary Practice

This position requires the intern to work with the curator on an upcoming exhibition to open in mid-2019 and the on-going *Glossaries of the Straits Chinese Homemaking* at the NUS Baba House. The former is an exhibition that features a multidisciplinary artist working with photography, video, installations and drawings, and will have the intern assisting in exhibition development, including curatorial research, organising and consolidating documentation and bibliographies, managing the production of the exhibition brochure; and exhibition installation.

The second project is centered on the exhibition *Glossaries of the Straits Chinese Homemaking* at NUS Baba House where the intern shall study the themes within the exhibition and propose new iterations and developments.

Requirements:

- Good organisational skills, proactive and independent
 - Positive learning and work attitude towards a variety of assigned tasks
 - Familiar with Microsoft Office (Word, EXCEL and Powerpoint)
 - Interest in contemporary practice in relation to a wide range of disciplines
-

4. Museum Outreach

This position requires the intern to work with the Museum Outreach team in researching, conceptualising and organising upcoming programmes. The intern will also be involved in the cataloguing and organisation of the Resource Library and in facilitating school and group visits. 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
- Proficiency in Mandarin will be highly advantageous
- Proficiency in design software an advantage but not a requirement (please submit a design portfolio if applicable)
- 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

Positions Available: 1

5. Collections Management

This position requires the intern to assist the Collections team. The Collections team manages over 8,000 artefacts and artworks categorised across four main collections, supporting 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

Positions Available: 1

**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 NUS Museum 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	
-------	--

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.

7. Have you applied for other CFA internship positions in the same period? Yes / No
If yes, please indicate which one:

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 31 March, 2359. Applications received after this date will not be considered.