CALL FOR INTERNSHIP APPLICATIONS
May-July 2016

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 you and encourage your interests in the arts and heritage. By working as part of our team, many learning opportunities will be available, enabling you to gain greater insight into the workings and resources within the NUS Museum.

Application Timeline

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Description</th>
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<tr>
<td>21 March – 10 April 2016</td>
<td>Open call for application.</td>
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<tr>
<td>10 April 2016</td>
<td>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 <a href="mailto:museum@nus.edu.sg">museum@nus.edu.sg</a> with the subject header “NUS Museum Internship Programme”. Applications received after this date will not be considered.</td>
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<tr>
<td>14-20 April 2016</td>
<td>Shortlisted applicants will be contacted for the arrangement of internship interviews. We regret that applicants who were not selected will not be notified. Shortlisted applicants for the Museum &amp; Education Outreach positions will be notified between 18-20 April 2016</td>
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<tr>
<td>18-22 April 2016</td>
<td>Internship interviews will take place during this period.</td>
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<tr>
<td>27 April 2016</td>
<td>Shortlisted applicants will be informed of the results of the interviews.</td>
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Duration

The official duration of the internship is from 9 May – 29 July 2016 (12 weeks) during the official NUS vacation period. However, this period may be negotiated if you have other commitments or your university’s vacation period differs from NUS. Please state your preferred duration or unavailability in the appropriate section of the application form. It is preferred that applicants are able to commit to at least 10 weeks of the internship.
**Stipend**

Interns will be provided with a stipend of $500 per month.

**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](http://www.mom.gov.sg/passes-and-permits)
**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 / summer programmes / 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 preferred duration or periods of unavailability in the appropriate section 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. **Can I apply for more than 1 position?**
   Yes. But please ensure that you meet the requirements for each position and are able to demonstrate interest and capability for the various 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 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.

**More Information**

For further enquiries not found here, please contact Ms Michelle Kuek at michellekuek@nus.edu.sg or call 6516-8428.
Positions Available

1. **Resource Library & Curatorial Intern**

   This internship requires the intern to assist in the organisation of the NUS Museum’s Resource Library, work on curatorial strategies to integrate the T.K. Sabapathy Collection of books and publications (currently displayed as part of the *Open Excess | prep-room*) in the Resource Library and prospect for potential public programmes to complement the Resource Library.

   **Requirements:**
   - Interest in the intersections between the library and the curatorial
   - Good working knowledge of Mandarin (please submit a Mandarin writing sample, if applicable)
   - Comfortable with doing physical labour
   - Second-year student and above

   **Positions Available:** 2

2. **South & Southeast Asian Collection Curatorial Intern**

   This internship requires the intern to assist the Curator of the South & Southeast Asian Collection, to be part of the initial planning and research for upcoming exhibitions associated with the collection. The scope of work includes updating artist CVs, writing bios and extended captions of works, researching on modalities of exhibition display and all other tasks related to planning exhibitions.

   **Requirements:**
   - Able to work independently
   - Proficient with research methods
   - Possess good research and writing skills
   - Good organisational and time-management skills
   - Second-year student and above

   **Positions Available:** 1

3. **Lee Kong Chian Collection Curatorial Intern**

   This internship requires the intern to work with the Curator of the Lee Kong Chian Chinese Collection to research, produce and film a series of artist interviews and object stories across the Museum’s collections for upcoming exhibitionary projects.

   **Requirements:**
   - Experience in video production projects and knowledge of video project software an advantage
   - Proactive, with a sense of initiative
   - Able to work independently
Good organisational and time-management skills
Second-year student and above

Positions Available: 1

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This internship requires the intern to work with the curators of the on-going exhibitionary project *Vietnam 1954-1975*, assisting with the organisation of research materials (textual and powerpoint presentations) for upcoming exhibitions, and the mapping and data-tracking of keywords associated with the collection.

Requirements:
Able to work independently
Proficient with research methods
Possess good research and writing skills
Good organisational and time-management skills
Second-year student and above

Positions Available: 1

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5. Museum Outreach Intern

This internship requires the intern to work with the Museum Outreach team in conceptualising and executing the Museum’s programmes for 2016/2017. These programmes may include talks, seminars and film screenings. The intern will also work on developing publicity content for online and offline platforms. The intern should be prepared to work during the Museum’s evening and Saturday programmes.

Requirements:
Meticulous with a keen attention for details
Possess good organizational and time-management skills
Pleasant, out-going personality
Proficiency in design software an advantage but not a requirement (please submit a design portfolio if applicable)

Positions Available: 1

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6. Education Outreach Intern

This internship requires the intern to work with the Museum Outreach team to research, compile and consolidate the Museum’s education resources for its current exhibitions and collections. The intern will also assist in the organisation and execution of the Museum’s programmes for 2016/2017. These programmes may include talks, seminars and film screenings. The intern should be prepared to work during the Museum’s evening and Saturday programmes.

Requirements:
Strong interest in Southeast Asian, Singaporean art and history. Prior knowledge is helpful but not a requirement.
Proficient with research methods
Able to work independently and collaboratively
Possess good organizational and time-management skills

Positions Available: 1

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7. Baba House Outreach Intern

This internship requires the intern to work with the Baba House team to research and execute outreach programmes, including walking tours, children’s workshops and the upcoming Maintaining Heritage series. The intern will also learn to conduct heritage tours for the Baba House, assist with tour logistics, house operations and develop content for offline and online platforms. The intern should be prepared to work during the Baba House’s evening and Saturday programmes.

Requirements:
Strong interest in Peranakan culture. Prior knowledge is helpful but not a requirement.
Articulate and comfortable talking to an audience
Pleasant, out-going personality
Meticulous with a keen attention for details
Good organizational and time-management skills

Positions Available: 1
NUS MUSEUM INTERNSHIP PROGRAMME
APPLICATION FORM

1. Personal Particulars
   Name
   Date of Birth
   NRIC/Passport No.
   Nationality
   Contact Number
   Email Address

2. Course Information
   Institution
   Faculty
   Department
   Major
   Year of Study

3. Statement of Intent
   Please write a brief statement of intent introducing yourself, detailing your reasons for wanting to participate in this programme and how it would benefit you. (Maximum 500 words)
4. Research Interests
Please state your research interests and topics that you are interested in or currently focusing on.

5. Internship Information

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<tr>
<th>Internship Position You Are Applying For</th>
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<tbody>
<tr>
<td>Period of Availability</td>
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<td>Requested Duration</td>
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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 10 April 2016, 2359. Late applications will not be considered.