

NUS MUSEUM

CALL FOR INTERNSHIP APPLICATIONS MAY – JULY 2021

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. Internships at the NUS Baba House are also managed through this programme, focusing on studies, programmes and exhibitions around the Straits Chinese culture, and tasks specific to a heritage house. 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. While interns will have their own distinct job scopes depending on the position, a combined parallel programme will also be part of the internship schedule. Due to the circumstances around COVID-19 this year, the programme will face adjustments to accommodate both government and NUS policies to ensure a safe working environment for all.

The link to the application form is appended at the bottom of this prospectus in section (11). Please take the time to carefully read through all the sections before applying.

1. Application Timeline

8 – 28 March	Open call for application.
28 March	Deadline for submission of applications. Please fill in the application form appended below by 28 March 2021, 2359. Applications will close after this date and you will not be able to edit the form.
6 – 9 April	Shortlisted applicants will be notified for the scheduling of internship interviews. We regret that due to the bulk of applications that we receive, we will not be able to notify applicants who are not selected.
12 – 16 April	Internship interviews will take place during this period.

19 April onwards	Shortlisted applicants will be informed of the results of the interviews.
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2. Positions Available

- Position 1:** Publications – Vietnam Wartime Art
- Position 2:** GIS / StoryMap – Vietnam Wartime Art
- Position 3:** Baba House Curatorial – Resource Library
- Position 4:** Public Art – Programmes
- Position 5:** Museum Outreach – Programmes
- Position 6:** Museum Outreach – Social Media and Publicity
- Position 7:** Education Outreach
- Position 8:** Baba House Outreach – APRU University Museums Research Symposium
- Position 9:** Collections and Exhibitions Management

Please refer to section (10) for further details about each position.

3. General Requirements

We are looking for candidates that display the following attributes:

- Knowledge and encounter of the exhibitions and programmes at the NUS Museum
- Have a keen interest in the arts, heritage and museum practice
- Responsible, with good and respectful communication skills
- Conscientious time management in relation to individual and collective tasks
- Able to work collaboratively, proactively and independently
- Meticulous with a keen attention to details

Please refer to the individual job descriptions in section (10) for the specific requirements each position may need.

4. Duration

The official duration of the internship is from **10 May – 30 July 2021 (12 weeks)** during the NUS vacation period. Applicants who can commit for the full duration are preferred.

If you require time off during this official period, please state when you will be unavailable in the application form.

5. Extension of Internship

Subject to the completion of the May-July duration and upon mutual agreement, some internship positions may prefer candidates who can extend into a semester internship for

August-November 2021. Please check section (10) for more details in the individual position requirements, and indicate your availability in the application form.

Please note that the semester extensions will be on a part-time basis, contingent on your semester schedule, and open to negotiation / discussion with your supervisor.

6. Stipend

Interns will be provided with a monthly stipend of \$800 during the internship period.

7. Eligibility

Applications are welcome from all undergraduate and graduate students enrolled at local and overseas institutions who are based in Singapore.

For students who are based overseas, please note that you are also responsible for ensuring that you are eligible to work in Singapore, and are able to clear the relevant COVID-19 screenings and restrictions in your base country and in Singapore. Your eligibility to participate in the internship programme will also be contingent on prevailing policies. For more information, please refer to the Ministry of Manpower's website: <http://www.mom.gov.sg/passes-and-permits>. Please also note that no further support will be provided beyond the stated internship stipend, and you will have to cover any expenses incurred from your applications to work in Singapore.

8. 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.

- **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 and University Cultural Centre will require visitor registration for each point of entry for the day. 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.

For more information on non-NUS students who are based overseas, please refer to section (7).

- **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.
- **Can I apply if I have holiday plans / other commitments during the internship period?**
Yes, as long as 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 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 to 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 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.
- **Is the NUS Museum related to the NUS Centre For the Arts (CFA)?**
Yes, the NUS Museum is a division within the NUS Centre For the Arts (CFA).
- **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 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.
- **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 different divisions, you can decide on your preferred position and decline the rest.

- **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.

9. More Information

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

To learn more about our former interns' experiences, we encourage to read their diaries submitted at the end of their internship on our blog: nusmuseum.blogspot.com.

If you intend to visit the Museum during this period, you may do so by [planning your visit here](#).

10. Positions Available

Position 1: Publications – Vietnam War Art

This position requires the intern to work with the curator of a loan collection of Vietnamese wartime art. The role involves some research (including organising and collating curatorial research output), and assisting with publications management and potential small displays (onsite or online). The publication will feature posters, woodcuts, drawings and paintings from the collection of Dato' N. Parameswaran, Malaysia's Ambassador to Vietnam from 1990 to 1993.

This position will suit a candidate who has interest in gaining experience for the editorial and publishing industry.

Requirements:

- Interest in art and history (particularly Southeast Asian developments 1940 – present)
- History / Geography / Southeast Asian Studies / Political Science Majors are preferred
- Possess strong grammatical and writing skills, and can demonstrate attention to editorial detail
- Familiarity with Microsoft Office applications including Word and Excel
- Proficiency in the Vietnamese language or another Southeast Asian language will be advantageous

Positions Available: 1

Position 2: GIS / StoryMap – Vietnam War Art

This position requires the intern to work with the curator of a loan collection of Vietnamese wartime art. Using the posters, woodcuts, drawings and paintings from the collection of Dato' N. Parameswaran (Malaysia's Ambassador to Vietnam from 1990 to 1993), and the curatorial research generated from NUS Museum's exhibitions on the collection, the intern will be involved in the creation of a GIS-based StoryMap, which will contribute to an online exhibitionary output. This position will suit a student with an interest and familiarity in GIS and Digital Humanities, and who wishes to learn more about applying digital technology to expanding methodologies for humanities research.

Requirements:

- Knowledge of ArcGis Storymaps and/or Omeka (Neatline). Demonstrable familiarity will be a definite advantage (*you may indicate this in your CV and/or drop any past work you have done using these platforms into the application form*)
- Communications and New Media / History / Geography / Southeast Asian Studies Majors are encouraged to apply. Students with a background in computing and digital humanities are also welcome to apply.
- Interest in art and history (particularly Southeast Asian developments 1940 – present) will be beneficial.

Positions Available: 1

Position 3: Baba House Curatorial – Resource Library

This position requires the intern to document Baba House restoration work, research on archival methods and catalogue the collection of books in preparation for the launch of the Baba House resource library. The intern would be engaged in administrative work with regards to cataloguing methods and building a bibliography of books related to heritage and Peranakan cultural discourses, following which the intern will help develop a plan for access to the collection. The intern should be prepared to assist at Baba House events when required, which occur on weekday evenings and Saturday afternoons.

Requirements:

- Motivated and interested to learn about cataloguing, archiving and documentation work.
- Good research skills
- Familiarity and interest in heritage and Peranakan cultural discourse

Positions Available: 1

Position 4: Public Art – Programmes

This position requires the intern to be involved in research and writings on public artworks in NUS Campus, ranging from documentation, biography of artists, concept of artwork, audio interviews with artists/ curators/ scholars and architects. There will also be opportunities to administrate, coordinate, and develop programmes such as a virtual app in relation to public art with faculties and stakeholders.

Requirements:

- Interest in art, architecture, history, and design, as well as their social significance
- Possess capabilities in research, editing and copywriting
- Good photography skills, and an ability to capture large public artworks preferred (*you may drop a portfolio relevant to this requirement in the application form*)

Positions Available: 2

Position 5: 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 that may orbit or depart from these exhibitionary concerns. The intern will also explore and research different modes of hybrid / digital presentation for museum access and programmes. The intern should be prepared to work during the Museum's evening and Saturday programmes.

Requirements:

- Demonstrate critical thought with respect to films and film programmes within the region
- Ability to think of creative approaches and ideas with respect to hybrid / digital presentations of programmes
- Some sensibility in programming for student audiences, particularly at the university level
- A nuanced approach to research, with an ability to articulate ideas well
- Prepared to apply public speaking skills to engage with the Museum audiences

Positions Available: 1

Position 6: Museum Outreach – Social Media and Publicity

This position requires the intern to work with the Museum Outreach team in developing social media and publicity strategies around the Museum's programmes, collections, exhibitions, and educative functions. Building upon pre-existing strategies and directions, the intern will also be involved in copywriting, content creation, design work and videography / photography work where necessary. Familiarity with the Museum's current modes and styles of publicity and copywriting is a must.

Requirements:

- Keen understanding of the Museum's current modes and styles of publicity, copywriting, and content
- Proficiency in design software, photography, and videography is highly advantageous (*you may drop a portfolio relevant to this requirement in the application form*)
- Some experience in social media marketing and management
- Ability to think of creative approaches and ideas with respect to social media, as well as hybrid / digital publicity presentations
- Demonstrate a dexterity in writing that captures the Museum's copywriting style
- **Applicants who can to commit to the semester extension until end-November preferred** (*please indicate your availability in the application form*)

Positions Available: 1

Position 7: Education Outreach

This position 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. In addition, the intern will assist in the organisation of the NUS Museum's Resource Library and propose new initiatives that would facilitate access to the library. The intern will also be involved in some organisational and executive aspects of the Museum's programmes, and should be prepared to work during the Museum's evening and Saturday events.

Requirements:

- Strong interest in the history and/or art history of Asia (specifically Singapore, Southeast Asia or China). Prior knowledge is helpful but not a requirement.
- Interest in the intersections between the library and the curatorial
- Proficient with conducting academic research, and yet reflexive in making academic content accessible to a wide range of audiences
- Proficiency in design software, photography, and videography is highly advantageous (*you may drop a portfolio relevant to this requirement in the application form*)

Positions Available: 1

Position 8: Baba House Outreach – APRU University Museums Research Symposium

This position requires the intern to be extensively involved in Baba House day-to-day operations, Baba House social media strategy, as well as in researching, conceptualising and organising upcoming educational programmes related to heritage and architectural conservation in Singapore, with a focus on planning for the APRU University Museums Research Symposium in November 2021. The intern would preferably have experience in event planning and social media management. The intern should be prepared to help out at Baba House events when required, which occur on weekday evenings and Saturday afternoons.

Requirements:

- A strong research interest in Heritage / Architecture / Urban Studies in Singapore.
- Basic knowledge of Peranakan culture and its related critical discourses.
- Articulate, and prepared to liaise with vendors and public audiences of various ages.
- Some experience in social media marketing and management.
- **Applicants who can commit to the semester extension until end-November preferred** (*please indicate your availability in the application form*)

Positions Available: 1

Position 9: Collections and Exhibitions Management

The intern will be trained to assist the collections team in the day-to-day storage, preservation, and conservation of museum collections. The intern will also have hands-on opportunities to assist the team in the installation of an upcoming exhibition, as well as the de-installation of current ones. This position also entails working on current data management systems, to catalogue and organise the museum's various artefacts and works.

Requirements:

- Demonstrate interest in museology and conservation
- Able to undertake physical labour (as some of the tasks may involve manual activities)
- Prior experience in object handling preferred but not necessary
- Familiarity with data management systems, or basic cataloguing systems
- Proficient with MS-Office and Excel applications

Positions Available: 1

11. Application Form

Please click this link to access the application form: <http://bit.ly/3c6wkfN>

Thank you for applying to the NUS Museum Internship Programme. We are looking forward to receiving your submissions!