NUS CENTRE FOR THE ARTS CALL FOR INTERNSHIP APPLICATIONS
MAY-JULY 2019

The NUS Centre For the Arts Internship Programme

The NUS Centre For the Arts Internship Programme provides students with a unique experience to have a taste of what goes into making arts programmes and spaces work. From running a centre to planning strategies of audience and student engagement, this hands-on opportunity will test students’ creative and critical thinking skills - if they can think out-of-the-box as well as on their feet!

Internship positions are available for four key divisions within NUS Centre For the Arts:
   1) NUS Museum
   2) Talent Development and Programming (TDP)
   3) Marketing Communications
   4) University Cultural Centre (UCC)

In addition, the programme will include visits to other arts-related organisations so that students are exposed to industry practices and the larger context of the arts in Singapore.

This programme will benefit students who are considering a career in museum and arts management, marketing communications and venue management.

1. Application Timeline

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Activity</th>
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<tbody>
<tr>
<td>8 March – 27 March 2019</td>
<td>Open call for application.</td>
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<tr>
<td>27 March</td>
<td>Deadline for submission of applications.</td>
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<td>Applications received after this date will not be considered.</td>
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<tr>
<td>8 – 12 April</td>
<td>Shortlisted applicants will be notified for the scheduling of internship interviews.</td>
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<td>We regret that applicants who were not selected may not be notified.</td>
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<tr>
<td>15 – 18 April</td>
<td>Internship interviews will take place during this period.</td>
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<td>22 April onwards</td>
<td>Shortlisted applicants will be informed of the results of the interviews.</td>
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2. Positions Available

Under NUS Museum,
Position 1: Exhibitions Management & Programmes
Position 2: Exhibitions Management & Curatorial Research
Position 3: Museum Outreach
Position 4: Collections Online
Under TDP,
Position 1: Programming
Position 2: Group management

Under Marketing Communications,
Position 1: Social Media Assistant
Position 2: Marketing Communications Assistant

Under UCC,
Position 1: Venues Management
Position 2: Facilities Management
Position 3: Production Services

Please refer to each division’s internship programme outline for full details and its relevant application form.

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 official duration are preferred.

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](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 the application form.

3. **Do I need to have an arts-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.

4. **May I apply for more than 1 position offered by CFA?**
   Yes. You may apply for different positions across CFA, and there is no limit to that. 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.

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 relevant staff of the division. After the interviews are completed, the results will be made known to shortlisted candidates.

8. **What happens if after the interviews, I am selected by multiple divisions?**
   Each division will contact their shortlisted candidates to notify them of the results. If you are offered more than one position across divisions, you can decide on your preferred position and decline the rest.

9. **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.

10. **What are the working hours for an intern?**
   All the internship positions listed are full-time positions for maximum immersion into the daily life of a CFA manager. Please observe the full-time working hours that will be specified in the FAQs for each division. Interns may also be asked to assist in events that take place after office hours or on the weekends.

**More Information**
For further enquiries not found here, please write in your questions to joinus@nus.edu.sg.