The NUS Centre For the Arts Talent Development and Programming (TDP) Internship Programme

The NUS Centre For the Arts Talent Development and Programming (TDP) Internship Programme aims to expose students to areas of arts management within NUS Centre for the Arts as well as provide an understanding of Singapore’s cultural landscape.

The programme will benefit students who are considering a career in arts management and aims to develop their critical thinking, collaborative and problem solving skills that are required for the job.

Arts management involves understanding the context in which one operates in and consider what other players are doing so as to differentiate from as well as connect with them. As such, interns will visit selected arts spaces to gain an insight into the artistic philosophy and working practices of these organisations and how they contribute to the arts landscape in Singapore.

1. Application Timeline

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 March – 27 March 2019</td>
<td>Open call for application.</td>
</tr>
<tr>
<td>27 March</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:cfaprogrammes@nus.edu.sg">cfaprogrammes@nus.edu.sg</a> with the subject header “CFA TDP Internship Programme”. Applications received after this date will not be considered.</td>
</tr>
<tr>
<td>8 – 12 April</td>
<td>Shortlisted applicants will be notified for the scheduling of internship interviews. We regret that applicants who were not selected may not be notified.</td>
</tr>
<tr>
<td>15 – 18 April</td>
<td>Internship interviews will take place during this period.</td>
</tr>
<tr>
<td>22 April onwards</td>
<td>Shortlisted applicants will be informed of the results of the interviews.</td>
</tr>
</tbody>
</table>

2. Positions Available

Position 1: Programming
Position 2: Group management
Please refer to Pg 4 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 official 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.

In order to better see through the programmes from ideation to execution, interns are encouraged to indicate interest to commit to an extended 3 week part-time arrangement that can start either from 20 April, or until 30 Aug.

4. **Stipend**

Interns will be provided with a monthly stipend of $500 during the internship period. However, there will be no remuneration provided for the extended 3 week part-time arrangement.

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 Section 4 of 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 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 that will require the intern to work in the CFA office from Mondays-Fridays, 9.30am – 6.30pm for maximum immersion into the daily life of an arts administrator. Interns may also be asked to assist in CFA 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 cfaprogrammes@nus.edu.sg.
Positions Available

1. Programming

How does one decide what’s a worthwhile programme? How does one communicate the arts effectively to audiences? What is the process from proposal to performance? These questions will be discussed and debated on as interns will be part of the planning stage of two key events in the NUS calendar – HERE! and the Student Life Fair. This position provides interns with a hands-on experience of the behind-the-scenes work that is entailed in planning programmes, and the organizational and audiences considerations required as part of it. An evaluation of past communication channels and hands-on generation of effective programme copy will also be part of the learning programme.

Students who are exploring the following career paths are encouraged to apply for this position: Programmer, Production Coordinator, Events Manager, Arts Administrator.

2. Group management

TDP oversees 22 performing arts groups and provides guidance to 12 cultural activities clubs. This position requires the intern will work closely with TDP group managers, tutors and student leaders to develop a suitable work plan that caters to students’ needs, and meets larger artistic and educational goals. Interns will be given a glimpse of the music landscape in CFA and Singapore, as well as insights into how managing an arts company could be like. Interns will be involved in the student groups’ recruitment activities, community work engagement, planning of tours and programme repertoire.

Students who are exploring the following career paths are encouraged to apply for this position: Arts company Manager, Arts Educator, Events Manager, Arts Administrator.

Requirements for both positions:

- Demonstrates strong interest in arts management
- Able to work proactively as well as collaboratively
- Good English writing skills
- Good organisational and time-management skills
- Experience in the performing arts is a bonus

On top of the above, interns will required to document their reflections in a journal. Interns will also be assigned other projects such as establishing an arts e-resource library, volunteer management and any other tasks required by the mentors.
**NUS CFA TDP INTERNSHIP PROGRAMME**  
**APPLICATION FORM**

1. **Personal Particulars**

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of Birth</th>
<th>Contact No.</th>
<th>Email Address</th>
<th>Nationality</th>
<th>Photo</th>
</tr>
</thead>
</table>

2. **Course Information**

<table>
<thead>
<tr>
<th>Institution</th>
<th>Faculty</th>
<th>Department</th>
<th>Major</th>
<th>Year of Study</th>
</tr>
</thead>
</table>

3. **Internship Position(s) Applying For**  
You may apply up to a maximum of two internship positions within the TDP division. Applications will be considered in order of your choices.

<table>
<thead>
<tr>
<th>First Choice</th>
<th>Second Choice</th>
</tr>
</thead>
</table>

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 programming and artist management, 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 cfaprogrammes@nus.edu.sg with the subject header “CFA TDP Internship Programme” by the deadline 27 Mar 2019, 2359. Applications received after this date will not be considered.