The NUS Centre For the Arts University Cultural Centre (UCC) Internship Programme

At NUS University Cultural Centre (UCC), interns will be exposed to activities and duties related to the hiring and operations of a unique performing arts venue in an educational institution. The UCC Internship Programme aims to enhance interns’ learning in a functional environment with some level of on-the-job training for hands-on experience and professional exposure in a distinctive industry.

1. Application Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>8 – 27 March</td>
<td>Open call for application.</td>
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<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 via email to <a href="mailto:uccvenues@nus.edu.sg">uccvenues@nus.edu.sg</a> with the subject header “UCC Internship Programme”. 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. 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

Position 1: Venues Management
Position 2: Facilities Management
Position 3: Production Services

Please refer to Position Data (Page 4) for details on each position.
3. **Duration**

The official duration of the internship is from 13 May – 2 August 2018 (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 3 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 institutions.

6. **Frequently Asked Questions**

   a. **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.

   b. **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 3 of the application form.

   c. **Do I need to have venues/facilities/production services-related 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 position.

   d. **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.

e. **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.

f. **What happens when I am shortlisted?**

You will be contacted for a short interview with the UCC staff. After the interviews are completed, the results will be made known to shortlisted candidates.

g. **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.

h. **What are the working hours for an intern?**

The internship position is a full-time position that will require the intern to work in the office from Mondays-Thursdays, 8.30am – 6.00pm and on Fridays from 8.30am – 5.30pm. As operations are based on events, interns will also be scheduled to experience working during events which will take place after office hours or on the weekends.

7. **More Information**

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

1. Venues Management

Interns are expected to work with Venue Managers to complete tasks, which include sales, bookings, client relations, event coordination, and administrative work. Venue Managers oversee business operations; hence, they handle bookings, conduct site visits, and coordinate with clients who may be artist managers, promoters, and other professionals, prior to the event. Venue Managers are also responsible for coordinating with clients and UCC’s own team of ushers to manage Front-of-House operations during the event. Interns will also be exposed to how venue manager contributes to financial forecasting, planning, budgeting and reporting.

2. Facilities Management

Interns are expected to understand the areas of facility management in UCC. Interns will be given opportunities to liaise with external stakeholders such as cleaning service provider, Mechanical & Electrical contractors, building work contractors and other NUS internal stakeholders for building maintenance. Interns will also work with UCC colleagues on safety management and gain understanding on safety and security requirements.

3. Production Services

Interns would report directly to the Manager/AD in Production Services while also working closely with production coordinators, clients, crew and technical professionals. Interns will be exposed to the processes involved in bringing the client’s requirements from paper and onto the stage successfully. They will learn how to prepare event budgets, read basic scenic drafting/floorplans/fly plots/lighting plots and have a deeper understanding on manpower deployment requirements. They will be exposed to the basic operations of a motorized fly system, audio mixers, lighting boards and video hardware. A significant portion of the internship will cover stage safety, hazard identification skills, minor equipment maintenance and proper fault troubleshooting techniques.

Requirements:
- Experience or interest in the arts
- Meticulous with a keen attention for details
- Good organisational and time-management skills
- Articulate and prepared to apply public speaking skills to engage clients
- Possess good inter-personal skills, with an ability to work collaboratively, be proactive and independent
UNIVERSITY CULTURAL CENTRE (UCC) INTERNSHIP PROGRAMME

APPLICATION FORM

1. Personal Particulars

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<td>Nationality</td>
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2. Course Information

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<td>Department</td>
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<td>Major</td>
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<td>Year of Study</td>
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3. Period of Availability

Please state your period of availability.

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<th>Dates</th>
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Please state your period of unavailability.

<table>
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4. **Statement of Intent**
Please write a brief statement of intent introducing yourself, your interest and experiences, and your reasons for wanting to participate in this programme. (Maximum 500 words)

5. **Interests**
Please state the topics that you are interested in or currently focusing on.

6. **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 via email to uccvenues@nus.edu.sg with the subject header “UCC Internship Programme” by 27 Mar 2019, 2359. Applications received after this date will not be considered.