

NATIONAL HERITAGE BOARD (NHB) INTERNSHIP

No	Institution /Division	Assignment Title	Job Scope & Duties	Requirements	Internship Duration (months)	No. of interns Required
1	Asian Civilisations Museum	Audience (Programmes)	<ul style="list-style-type: none"> • Assist to identify potential communities and/or individuals for engagement, with consideration of improving the museum ecosystem • Assist to conceptualise and execute monthly programmes (onsite and/or online) with a team of programmers. You will be expected to work on weekends when there is a programme happening at the museum. • Liaise, coordinate, and collaborate with internal and external stakeholders. Including key partners, community leaders, educational institutions, government agencies, private sector organisations, and all other teams at ACM • Any other duties assigned by supervisor. 	Undergraduate	2	1
2	Asian Civilisations Museum	Digital, Marketing & Comms Intern	<ul style="list-style-type: none"> • Assist to create social media content not limited to designing, copywriting with consideration to the ACM and Peranakan Museum brand guidelines • Assist to plan the museums' social media content calendars • Suggest content related to the museums' collections that will attract, appeal and educate the youths • Liaise, coordinate, and collaborate with internal and external stakeholders. Including key partners, marketing and PR agencies, and all other teams at ACM • Any other duties assigned by supervisor. 	Undergraduate	2	1