

**Information Package for Internship Application
for Year 2010
at the Heritage Conservation Centre
Singapore**



HERITAGE CONSERVATION CENTRE

*--- An institution of National Heritage Board ---
Singapore*

Information on Internship Application

This information package provides important information prior to your internship application to Heritage Conservation Centre (HCC) for Year 2010. Please read the instructions carefully before completing the form. The internship application form can be downloaded from the HCC website <http://www.hcc.sg/outreach/internships>

1 Purpose

If you are currently pursuing a course in cultural materials conservation or are currently working in a museum in the area of cultural conservation, you may be interested to take up an internship programme with HCC. The internship programme aims to provide interns with practical working experience in the field of materials conservation, particularly in South East Asia context. The internship is offered to interns who are interested to be attached in one of the 4 conservation sections: - paintings, paper, objects and textiles.

2 Eligibility

The internship programme is opened to all nationalities. Applicants are expected to be proficient in English language and must meet one of these requirements:

- a. currently enrolled in a cultural materials conservation course or in a similar course;
- b. have relevant degree in cultural materials conservation course or similar;
- c. have at least 2 years of professional work experience in a museum-based conservation field.

3 Terms of Internship

Applicants must be able to commit to an internship programme between 6 to 12 weeks. Applicants have to indicate their preferable dates of the internship on PART 4 of their application forms.

Successful applicants will receive a monthly allowance between S\$500 to S\$600 during their internship. The allowance, however, will not cover health, housing, transport and insurance benefits.

The intern will be supervised by the staff of HCC Conservation Department. At the end of the internship programme, the intern may be required to do a presentation to the HCC Conservation Section on the work or a specified project that they undertook during the internship.

4 Completion of Application Form

Instructions to complete your application form:

- a. PART 2 of the form
Applicants must include copies of certified translated transcripts or academic records. A copy of course outline will only be necessary if the applicant is currently studying;
- b. PART 3 of the form
Applicants can either complete the fields in Part 3 of the application form or include a copy of their curriculum vitae;
- c. PART 4 of the form
Applicants must include a one-page Letter of Intent to express their purposes and interests in doing the internship. Applicants who wish to undertake research projects or specific programmes, may also state the aims of their projects, the research methodology and the likely outcome of their projects in their Letter of Intent;
- d. PART 5 of the form
Applicants must provide a Letter of Recommendation from at least 2 referees, of which one of them has to be from a professional reference. The Letter of Recommendation must be written in original company letterhead with the referees' signatures and must be in sealed envelopes.

5 Method of Submission

Applicants can choose to send their applications and the relevant documents via email or postage:

a. Applications via email

Applicants can email their documents in PDF or Word format to robin_liu@nhb.gov.sg and mark their emails as 'INTERNSHIP' in the subject title.

b. Application via postage

It is advisable for all applicants to send their documents at least 2 weeks before the closing date. All postage must be marked as 'INTERNSHIP' and send to:

Mr Robin Liu
Assistant Director (Conservation Services)
Heritage Conservation Centre
32 Jurong Port Road, S(619104)
SINGAPORE

Please note that all application forms and documents will not be returned to their respective senders.

6 Closing Date of Submission

The application period starts from **30 October 2009 to 29 January 2010.** Application forms received after 29 January 2010 will not be accepted.

7 Selection

The applicant's academic background, work experience, and career plans will be taken into consideration during the selection round. All applicants are strongly encouraged to complete all sections of the application form (unless stated otherwise) and submit all required documents listed in Part 4 of this information package.

Only successful applicants will be informed 2 months after the closing date (29 January 2010) by email or contact number.

8 Contact Information

For more information or assistance, please contact:

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