

STPI

CREATIVE WORKSHOP & GALLERY



Internship
Opportunities
2021 – 2022

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Gallery Internship

General Requirements

1. Interested applicants must be at least 18 years and above.
2. Internship programmes are only open to Singaporeans and Permanent Residents. Students who are on student visas and are currently studying at local institutions may apply.
3. Only full-time positions are offered for the internship.
4. Minimum commitment period of 3 months.
5. Interviews will be conducted with selected candidates; candidates to bring along necessary certifications, CVs & portfolio of works, if relevant.

This is a paid internship.

Please send your interests, along with your CV and portfolio to outreach@stpi.com.sg, with the subject Gallery Internship. Please indicate the role you are applying for.

Registrar

1 Intern to start October/November 2021

Roles and Responsibilities

1. Assist in the administration and documentation of the production of artworks by Artists and Creative Workshop.
2. Assist Registrars with artwork movement and inventory, as well as the condition reporting and packing/unpacking of art objects.
3. Assist Registrars with exhibition preparation, including but not restricted to artwork installation, artwork labels preparation etc.
4. Assist in the preparation of artwork certificates.

Additional Requirements

No prior training required. Interns will be trained to use the gallery's artwork management database, The FileMaker Pro, for the purposes of generating reports and data entry.

Communications, Press & Digital Marketing

1 Intern to start January/February 2022

Roles and Responsibilities

1. Organisation and upkeep of STPI's Library.
2. Assist in preparing exhibition press packs, and attend to press and image use enquiries and maintain archival of press clipping.
3. Budget research of potential media ad placements.
4. Tracking of owned platform statistics, including Google Analytics, FB, IG and Mailjet.
5. Support development of emailers.
6. Website content maintenance and copy-editing of archived materials.
7. Draft and prepare strategic press pitches.
8. Support research and content development for exhibitions and social media.

Additional Requirements

1. Preferably comfortable with social media/basic copywriting.
2. Equipped with basic design skills.

Outreach and Public Programmes

1 Intern to start January/February 2022

2 Interns to start August/September 2022

Roles and Responsibilities

1. Initiate strategic community outreach programmes and assist in programme partnerships.
2. Facilitate exhibition-related activities and hands-on workshops for primary and secondary schools.
3. Assist in research and production of hands-on workshops and Artist & Education Resources for students of various age groups.
4. Manage volunteers for STPI programmes and major projects.
5. Assist in communications with STPI Docents and co-manage guided tours.
6. Provide logistical and operational assistance for exhibition-related outreach events & programmes, and maintain visitorship data and school database.

Additional Requirements

Prior printmaking training/experience is a plus.

Sales

1 Intern to start November/December 2021

Roles and Responsibilities

1. Front of house – assist with exhibition information and alert sales team if there are sales enquiries.
2. Assist sales team with back end sales admin tasks:
 - a. Update of prospects list
 - b. Sort out previous prospects into designated excel sheets for easy searches
3. Upload images and captions from master list onto sales platforms: Artsy, Artling, Ocula, STPI website and AGAS website.
4. Create framework for a biweekly Sales emailer initiative.
5. Any ad-hoc admin and operations duties as required by the Sales team.

Additional Requirements

Good command of English, comfortable with client-facing interaction.

Creatives

1 Intern to start January/February 2022

Roles and Responsibilities

Design

1. Assist the Senior Graphic Designer in developing exhibition related collaterals, and not limited to, exhibition identity, artist catalogues, electronic direct mailers, outdoor/street banners, exhibition wall texts.
2. Interns will develop technical knowledge of pre-&post-printing production through hands-on experiences of an exhibition design.
3. Opportunities for independent projects when there are new initiatives.

Photography

1. Assist the lead Photographer in event photography that includes, but not limited to: Outreach workshops (in and out of STPI), exhibition openings and documentation of artist residencies.
2. Assist the lead photographer in Studio photography that includes, but not limited to: Artwork photography, merchandise and corporate photography.
3. Opportunities for video and photography editing where required.

Additional Requirements

1. Basic knowledge of Adobe Creative software, Illustrator, Photoshop, Indesign
2. Knowledge in After Effects and Premiere Pro are bonus
3. Basic knowledge in Lightroom Classic & photoshop
4. Basic knowledge in camera's manual setting (mirrorless/ DSLR)
5. Videography editing and shooting skills are bonus

Creative Workshop Internship

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3. Only full-time positions are offered for the internship.
4. Minimum commitment period of 3 months.
5. Interviews will be conducted with selected candidates; candidates to bring along necessary certifications, CVs & portfolio of print works.

This is a paid internship.

Please send your interests, along with your CV and portfolio to outreach@stpi.com.sg, with the subject Creative Workshop Internship. Please indicate the role you are applying for.

Print Team

1 Intern to start October/November 2021

Roles and Responsibilities

1. The Interns' primary task would be to assist the Print team with various projects, including works related to the STPI Visiting Artist Programme.
2. To carry out routine general upkeep for the studio.
3. Assist in pre-printing preparations: stone grinding, polishing copper plates, coating screens, reclaiming screens, mixing ink, amongst others.

The Intern will be working on Monday – Friday, on alternate shifts of 8.00AM – 5.00PM or 9.00 AM – 6.00PM.

Additional Requirements

1. Fine arts-trained
2. A background or training in printmaking is an added advantage

Ask us!

**Have any burning questions about our
Internship Programme?**

Email us at outreach@stpi.com.sg, or scan the link below
to drop your comments on our Telegram Channel.

