



# Internship Programme



# Welcome to STPI

## About Us

STPI is a creative workshop and contemporary art gallery based in Singapore. Established in 2002, STPI is a not-for-profit organisation committed to promoting artistic experimentation in the mediums of print and paper and has become one of the most cutting-edge destinations for contemporary art in Asia.

STPI sits alongside National Gallery Singapore and the Singapore Art Museum as part of the national Visual Arts Cluster of leading institutions in the region.

# Join our dynamic team

## Gallery

STPI Gallery is an active platform that fosters the exchange of ideas in contemporary art with its diverse exhibitions and public programmes. The gallery hosts specially curated exhibitions of works produced in the STPI Creative Workshop and regularly participates in international fairs. This enables it to nurture and sustain local and international interest in both its collaborators and in the mediums of print and paper. The gallery's public programme aims to engage and broaden visitor understanding of contemporary art, while exchanges with a variety of international curators, collectors and gallerists provide a holistic experience for audiences on a global level.

## Creative Workshop

STPI Creative Workshop is a rigorous space for pushing the boundaries of various printmaking and papermaking techniques. Bolstered by specialised facilities and a highly qualified team of professional printmakers and papermakers, STPI Creative Workshop produces unique collaborations with leading international artists to challenge conventions in art, explore new trajectories in their practice and share their experience with the public.



# Begin an exciting journey in the arts

## The STPI Internship Programme

The STPI Internship Programme aims to cultivate and grow the next generation of art practitioners by providing opportunities for current and post-graduate students to understand and explore the various facets. From working under the mentorship of STPI's team of professional print and papermakers to experiencing the fine details of gallery programming and operations, our Internship Programme will invite you to embark on exciting collaborative projects and initiatives, and aid you in building your professional trajectory in the art scene.

The Internship Programme is open to all undergraduate students, with priority given to students of partner institutions: Ngee Ann Polytechnic, Nanyang Academy of Fine Arts, LASALLE College of the Arts, Singapore, Singapore Management University and National Technological University. Independent applicants are welcome.

If you are a graduate student enquiring for an internship or a professional/educator enquiring for a work attachment, please write to us at [outreach@stpi.com.sg](mailto:outreach@stpi.com.sg).



# STPI – CREATIVE WORKSHOP & GALLERY

## Know Your Spices

The William Farquhar Collection of Natural History Drawings features different spices found in Malacca and Singapore. Look carefully at these spices. Which have you eaten before?

## Spice Paper Workshop by STPI

Well-known for their experiments with print and paper techniques, STPI – Creative Workshop & Gallery invites you to get hands on as they create “spiced papers” for this Istana Art Event. Using highly advanced equipment, papermakers mix cotton pulp with various amounts of spices to get a range of different colours and smells. Join the workshop at these timings:

4.00pm – 4.30pm  
4.30pm – 5.00pm  
5.00pm – 5.30pm

ages 4 and above.



# Gallery Internship

# Overview

STPI's Gallery Internship Programme provides a unique platform for individuals to gain valuable insight into the different facets of gallery programming and operations through supporting the gallery team from various departments.

Depending on current projects and schedules, interns will take on various roles and gallery duties, with tasks ranging from managing day-to-day gallery operations, research and write up of upcoming exhibitions and Visiting Artist Projects, to preparation for exhibition openings and event set ups.

## Intake Periods

**Gallery Internships will require a minimum commitment period of 12 weeks.**

- February / March
- May / June
- August / September
- November / December

## Available Positions

- Outreach & Public Programmes
- Communications, Press & Digital Marketing
- Sales
- Registrar
- Creatives (Graphic Design & Photography)



# Application Process

## How do I apply?

Please submit the following materials to:

**Ms. Yang Xiuting**

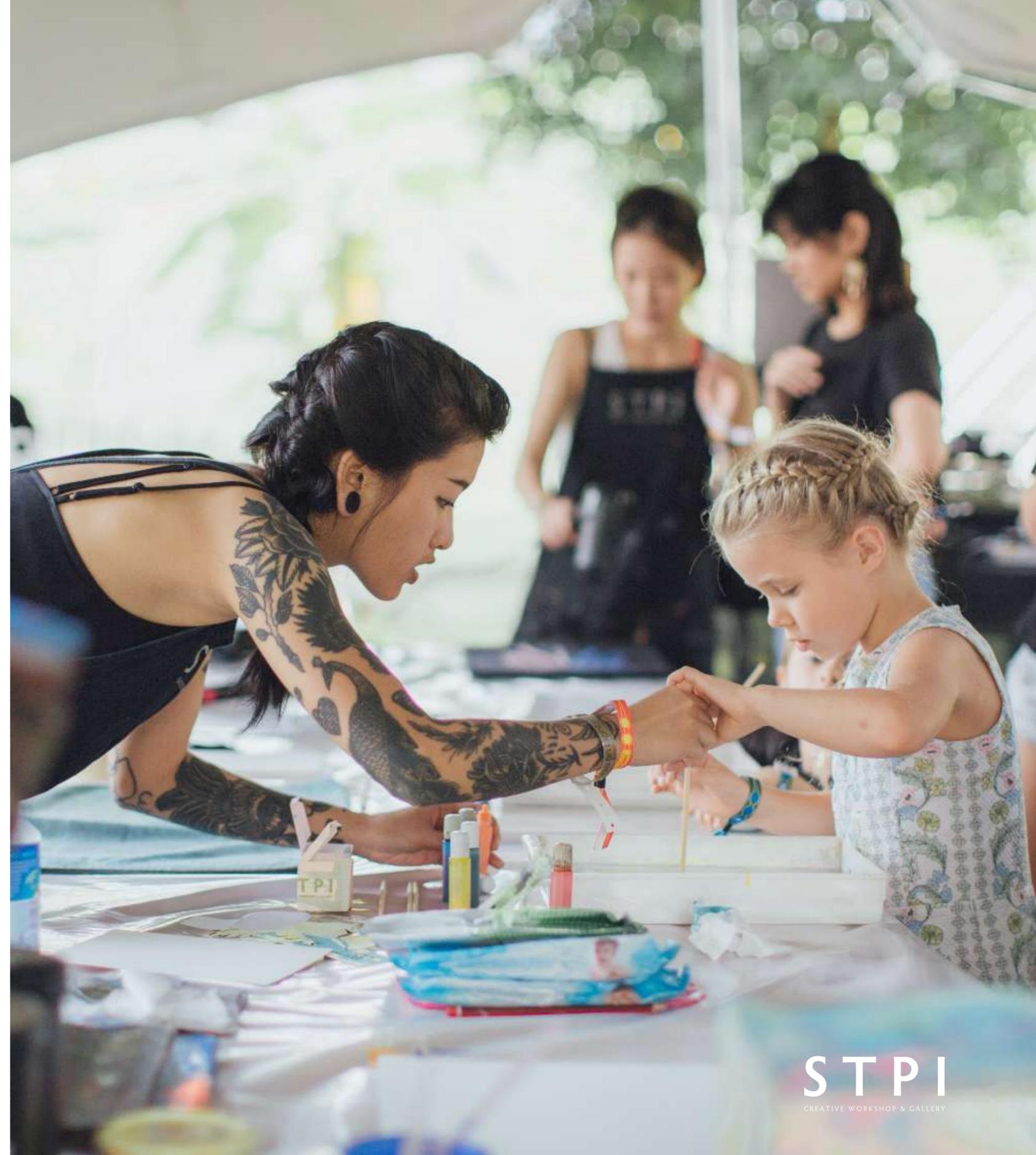
Senior Instructor – Outreach

xiuting@stpi.com.sg

1. Completed application form, available on the STPI website, including a 500-word essay describing your interest of working at STPI
2. Curriculum Vitae
3. Letter of recommendation, from an academic or professional referee
4. Academic transcripts
5. Portfolio (For Fine Arts applicants and those applying under Creatives department)

## What happens next?

- Shortlisted candidates will be invited for a face-to-face or online interview with supervisor(s) of the selected department.
- Candidates must bring along to the interview necessary certifications, resume, and reference letter(s). Fine Arts applicants and those applying for Creatives department are highly encouraged to bring along a portfolio.
- Please provide us with full documentation as required. STPI reserves the right to reject any incomplete application.





# General Requirements

1. Gallery internships will require at least a 12-week commitment period.
2. Interested applicants must be at least 18 years and above.
3. Internship programmes are open to Singaporeans, Permanent Residents and Students who are on student visas and is currently studying at local institutions.
4. Only full-time positions are offered.
5. No prior training is required. However, a background or interest in Arts Management, Fine Art and/or Southeast Asian Art is preferred.
6. Proficient in Microsoft Word, Excel & Powerpoint.
7. Possess good communication & time management skills.
8. Excellent and responsible team player who enjoys new challenges.
9. Able to work independently on tasks assigned; the ability to multitask is essential.

# Internship Roles

## General Duties

To be performed by all interns

1. Front-of-house for daily operations, exhibition openings & events.
2. To maintain reception desk and oversee Gallery space.
3. Provide logistical and operational assistance for STPI events & programmes.
4. To assist with deliveries, shipping and postage, as well as artwork collection.
5. To maintain and to stock keep STPI's existing catalogues, and assist in the sales of catalogues/merchandise at The Corner Shop.
6. To assist visitors with general STPI and programmes-related enquiries.
7. Complete at least one **independent project**, as assigned by the Department Supervisor.

## Independent Project

The Independent Project is a department-specific project that the Intern must undertake from conception to conclusion. This project is meant to equip the intern with an all-round experience in arts & culture project management.

### Some examples:

STPI Annual Fundraiser, Sales and VIP assistance

STPI Open House, Volunteer Management

Digital Activity Guides

Library Management, Cataloguing and Inventory





## Internship Roles

# Outreach & Public Programmes

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.
4. Develop education contents & activity guides for students of various age groups.
5. Manage volunteers for STPI programmes and major projects.
6. Assist in communications with STPI Docents and co-manage guided tours.
7. Provide logistical and operational assistance for exhibition-related outreach events & programmes.
8. Update and maintain visitorship data and school & organisation database.



## Internship Roles

# Communications, Press & Digital Marketing

1. Organisation and upkeep of STPI's Library.
2. Assist in preparing exhibition press packs.
3. Attend to press and image use enquiries and maintain archival of press clipping.
4. Budget research of potential media ad placements.
5. Tracking of owned platform statistics, including Google Analytics, Facebook, Instagram and Mailjet.
6. Support development of emailers.
7. Website content maintenance and copy-editing of archived materials.
8. Draft and prepare strategic press pitches.
9. Support research and content development for exhibitions and social media.
10. Any ad-hoc admin and operations duties as required by the Communications team.





## Internship Roles

# Sales

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.

# Registrar

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.
5. Interns will be trained by Registrars to perform all the above tasks.
6. Interns will be trained to use the gallery's artwork management database, The FileMaker Pro, for the purposes of generating reports, and possible data entry.





## Internship Roles

# Creatives

### Requirements

- Basic knowledge of Adobe Creative software, Illustrator, Photoshop, Indesign
- Knowledge in after effects and Premiere pro are bonus
- Basic knowledge in Lightroom Classic & photoshop
- Basic knowledge in camera's manual setting (mirrorless/ DSLR)
- Videography editing and shooting skills are bonus

### Roles

#### 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.

# Hear from our past Interns



## Raelene Jang

Outreach & Public Programmes Intern, September 2020 – February 2021

Despite having no work experience prior to the internship, I was able to quickly adapt to the new environment. Every day, I was faced with new tasks and challenges which makes work much more exciting and educative. The Gallery team were very accommodating and friendly which made it easy for interns to approach them. They are also very generous and willing to share their experience and provide valuable advice to the interns.

The highlight of the whole experience was assisting the Volunteer Management Department for S.E.A. Focus 2021. Even though it was a challenging task, I had reliable supervisors that I could depend on for support. From this, I was taught skills such as leadership and flexibility. Overall, it was an extremely pleasant and enriching experience as the internship pushed me outside of my comfort zone and allowed to me gain more skills and experience.

## Lee Zeng Xi

Outreach & Public Programmes Intern, September 2020 – February 2021

With no prior work experience and little understanding of print and papermaking techniques, I came in with an open mind and eagerness to learn. I was pleasantly surprised by the trust given to me in completing tasks independently, encouragement to share ideas during meetings or to voice opinions. The guidance from the team really helped me be well-oriented into the department and work, and they share constructive feedback or give praise when necessary. One bonus from the internship is the chance to interact with other interns from various backgrounds. Here, interns get to rub shoulders, exchanging knowledge and skills.

One of my achievements was co-heading the volunteer management for S.E.A. Focus, where I practised leadership, organisational and communication skills. On top of that, I got to mingle with industry professionals and artists.

# Hear from our past Interns



## Ummul Hasanah

Gallery Intern, August – November 2020

I was an intern at STPI for my first semester at NAFA and it was nerve-racking for me. However, I immediately felt welcome with the warm encouragement given by my intern supervisor as well as the gallery team. Taking part in the various tasks and working with different departments of the gallery has greatly improved my functional and behavioral skills. I am glad to work in such a challenging and positive work environment. One thing I keep close to heart is the bond the team had because everyone was kind and great. I am grateful for the experiences I've gained in STPI.



## Althea Isis Giron

Gallery Intern, August – November 2020

Working at STPI was a wonderful experience! My favourite memory was teaching the public how to make paper from paper pulp in one of the Arty Afternoon activities on my last day at work. As a team, we prepared all the materials, went through practice and introduced papermaking to families who came down to visit STPI. Through the many projects and events, I learned more about my strengths and weaknesses along with new skills that will equip me for future opportunities.

Through the internship programme, I discovered that I am a people person who could easily connect with whoever walked through the glass doors of STPI. It came in handy whenever I was talking to visitors at the reception desk, or hosting workshops and tours.

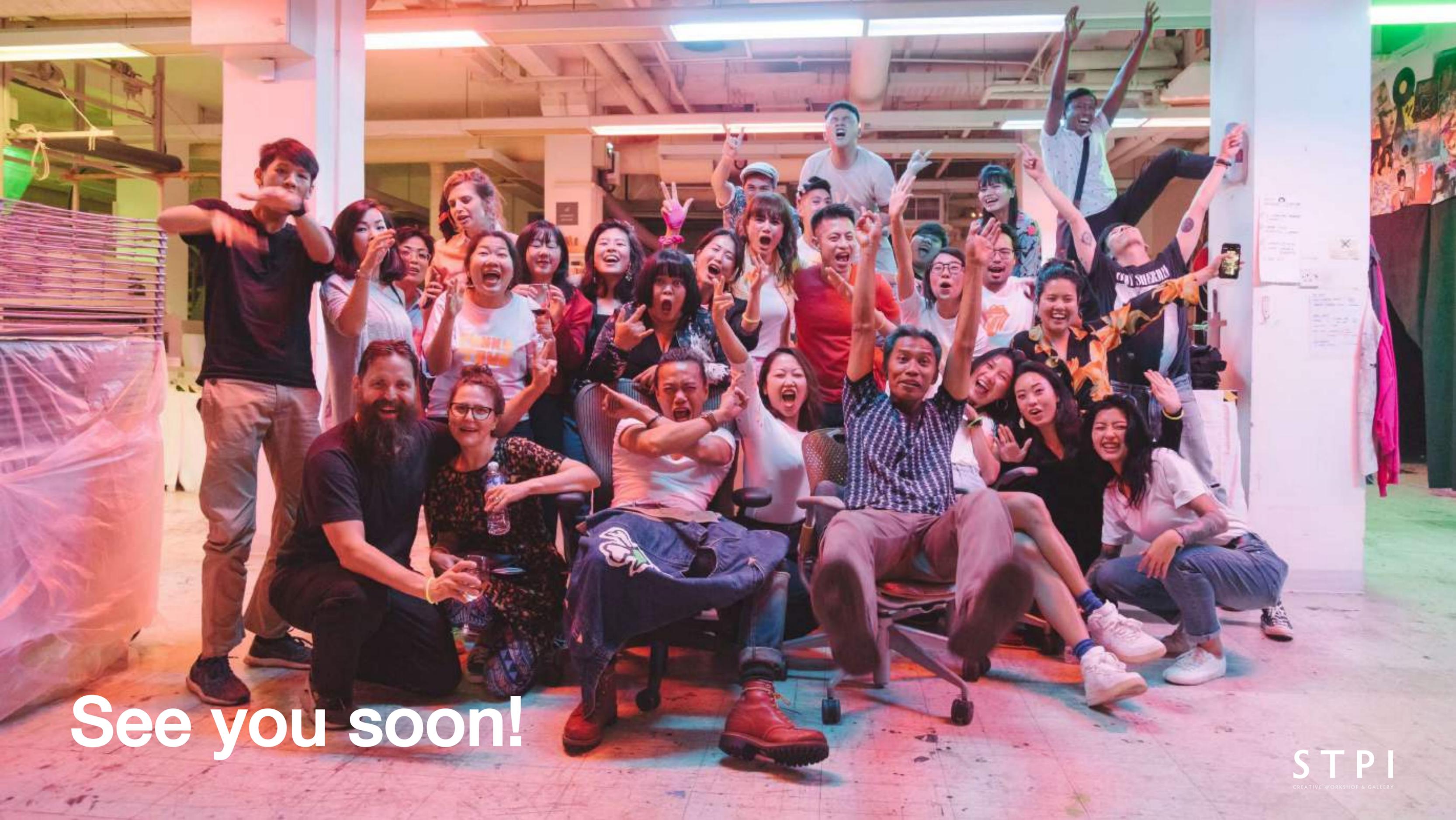


# Creative Workshop Internship

A photograph of two women in a workshop setting. The woman on the left, wearing glasses and a grey t-shirt, is gesturing with her hands while speaking. The woman on the right, wearing a black t-shirt, is listening intently with her hand to her chin. They are surrounded by various workshop materials, including papers, a large metal machine, and a workbench. The background shows a cluttered workshop with shelves and equipment.

**The Creative Workshop Internship  
Programme will be back.**

**Stay tuned!**



See you soon!