



MEDIA RELEASE

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SINGAPORE
BIENNALE
2011
OPEN HOUSE

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600 VOLUNTEERS AND INTERNS NEEDED FOR SINGAPORE BIENNALE 2011

Singapore's premier international contemporary arts exhibition, Singapore Biennale 2011 (SB2011) returns in March 2011. As part of its preparations, SB2011 is looking for a team of dedicated volunteers and interns to work behind the scenes on an exciting and diverse array of roles and projects. In all, the Singapore Art Museum is seeking some 600 volunteers and interns, from all walks of life, to pool their unique talents and perspectives to advance and enrich the mission of SB2011, entitled "Open House".

Through a series of projects by local and international artists, SB2011 will create an "Open House" for Singapore. Involving up to four locations, over 50 local and international artists, and with an expected turnout of more than 500,000 people, SB2011 is slated to be a significant milestone event in the history of Singapore's contemporary arts development.

Since its inaugural edition in 2006, volunteers have been essential in the effective execution of the Singapore Biennale. As ambassadors of the Singapore Biennale, they are closely involved in the behind-the-scenes action as they work on an exciting array of roles that include event management, hospitality, administration, education and public outreach, logistics, programming, concierge and customer relations. Through their active and front-line engagement with the public, Biennale volunteers are given the enriching opportunity to gain knowledge of and exposure to contemporary art practices, enjoy first-hand information about the Singapore Biennale and discover what goes into producing a world-class event; and at the same time, enjoy the unique opportunity of interacting with established artists, professionals, local and international visitors, and prominent members of the arts community.

Complementing this base of volunteers, and in a continuing effort to raise greater awareness and appreciation for contemporary art amongst the public, the Singapore Art Museum is looking for tertiary-level education students to join the Singapore Biennale Internship Programme. Spanning a minimum period of three months, interns can look forward to working on a diverse range of projects across several key areas – administration, exhibitions and marketing and development. The programme is open to students who have a strong interest in the arts or who are currently studying in the area of arts or arts management. The Singapore Biennale Internship Programme allows youths with a passion for the arts the opportunity to gain an in-depth exposure to the industry, as well as invaluable insight into the day-to-day operations of running an international biennale. Through their work, interns will also have the opportunity to develop skills and techniques directly applicable to their area of study or interest, and the exciting opportunity to network with and learn from the best and brightest in the arts community.

To find out more about the volunteer programme, members of the public can go to <http://www.singaporebiennale.org/outreach.htm>. For internship positions, interested parties should email internship@singaporebiennale.org. Alternatively, interested parties in either programme can call 6332-6795 for more information and enquiries.

For further information on the job descriptions for volunteers and interns, please refer to the [Annexes](#).

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For more information, please read:

Annex A – Job description for Volunteers

Annex B – Job description for Interns

About the Singapore Biennale

The Singapore Biennale was established in 2006 as the country's pre-eminent platform for international dialogue in contemporary art. It places Singapore's artists within a global context, and fosters productive collaborations with the international arts community. In this way, the Biennale provides new opportunities for local visual artists, arts organisations and businesses, and cultivates deeper public engagement with the arts. It complements achievements in other areas of arts and culture, collectively enhancing Singapore's international profile as a vibrant city in which to live, work and play. Singapore Biennale 2011 is organised by the Singapore Art Museum of the National Heritage Board, and supported by the National Arts Council, which first inaugurated the Biennale in 2006.

About the Singapore Art Museum

The mission of the Singapore Art Museum (SAM) is to preserve and promote the contemporary art practices of Singapore and the Southeast Asian region. Opened in January 1996 as a museum under the National Heritage Board of Singapore, SAM has amassed one of the world's largest public collections of modern and contemporary Southeast Asian artworks. Since 2009, SAM has focused its programming and collections development initiatives around contemporary Southeast Asian art and art practices. Through strategic alliances with arts and cultural institutions and community organisations, SAM facilitates visual arts education, exchange, research and

development within the region and internationally. SAM is also the organiser of the Singapore Biennale 2011.

About the National Arts Council

The National Arts Council was established in September 1991 to spearhead the development of the arts in Singapore. To realise its vision of developing Singapore into a distinctive global city for the arts, NAC provides total support to nurture artistic talent, promotes the practice and appreciation of the arts among Singaporeans, builds up capabilities and resources, facilitates internationalisation and advocates the value of the arts. Through its holistic range of programmes and initiatives to develop the entire arts value chain, the Council champions the growth of a vibrant arts sector where the arts are accessible to all, and the community of artists, arts groups and arts businesses can innovate, excel and achieve sustainability in the long term.

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JOB DESCRIPTION FOR VOLUNTEERS

School Tour Guide
<u>Purpose of Job/Position</u> To educate school students on contemporary artworks exhibited in SB2011 at the various venues.
<u>Responsibilities and Activities</u> Lead and conduct on-site guided tours for school students in the various venues.
<u>Time Commitment</u> <ul style="list-style-type: none"> • March to May 2011 • Weekdays (excluding public holidays)
<u>Skills and Qualifications Requirement</u> <ul style="list-style-type: none"> • Strong background/interest in contemporary visual art • Good interpersonal and communication skills (able to communicate with children/students) • Flexible and able to solve problems in various situations • Self motivated (required to do own research) • Proficiency in English • Experience in guiding art exhibitions preferred

Customer Relations Assistant
<u>Purpose of Job/Position</u> To enhance the experience of visitors to SB2011 by providing good customer services.
<u>Responsibilities and Activities</u> <ul style="list-style-type: none"> • Manage and maintain the Information Counter • Answer general enquiries from visitors • Control crowds
<u>Time Commitment</u> <ul style="list-style-type: none"> • March to May 2011 • Weekdays (exhibition hours), weekends and public holidays
<u>Skills and Qualifications Requirement</u> <ul style="list-style-type: none"> • Good interpersonal and communication skills • Customer service oriented • Be assertive when necessary • Flexible and able to solve problems in various situations

Administrative Assistant
<p><u>Purpose of Job/Position</u> To assist and support the Singapore Biennale Secretariat in all administrative tasks.</p>
<p><u>Responsibilities and Activities</u></p> <ul style="list-style-type: none"> • Support the Singapore Biennale Secretariat in all administrative duties that might be required in the various areas (marketing, programming, logistics etc.) • Support the Volunteer Management Programme during the exhibition period of the biennale.
<p><u>Time Commitment</u></p> <ul style="list-style-type: none"> • January to May 2011 • Weekdays (office hours) and weekends
<p><u>Skills and Qualifications Requirement</u></p> <ul style="list-style-type: none"> • Good management and administrative skills • Good communication and interpersonal skills • Proficiency in Microsoft Office • Resourceful and a team player • Flexible and able to solve problems in various situations

Customer Relations Assistant
<p><u>Purpose of Job/Position</u> To enhance the experience of visitors to SB2011 by providing good customer services.</p>
<p><u>Responsibilities and Activities</u></p> <ul style="list-style-type: none"> • Manage and maintain the Information Counter • Answer general enquiries from visitors • Control crowds
<p><u>Time Commitment</u></p> <ul style="list-style-type: none"> • March to May 2011 • Weekdays (exhibition hours), weekends and public holidays
<p><u>Skills and Qualifications Requirement</u></p> <ul style="list-style-type: none"> • Good interpersonal and communication skills • Customer service oriented • Be assertive when necessary • Flexible and able to solve problems in various situations

Artist Liaison Assistant
<p><u>Purpose of Job/Position</u> To enhance the artists/guests' experience in Singapore and to provide hospitality services.</p>
<p><u>Responsibilities and Activities</u></p> <ul style="list-style-type: none"> • Receive artists/guests at the Changi International Airport • Bring artists/guests to the hotel and provide the welcome package • Introduce artists to their corresponding SB2011 contacts and Artist Assistants • Provide information on tourist attractions when necessary • Liaise between artists/guests and the Singapore Biennale Secretariat on all official and emergency matters
<p><u>Time Commitment</u></p> <ul style="list-style-type: none"> • January to March 2011 • During and after office hours/weekends • Ability to take on last minute assignments
<p><u>Skills and Qualifications Requirement</u></p> <ul style="list-style-type: none"> • 21 years old and above only • Experience in customer relations/hospitality preferred • Pleasant personality and disposition • Good interpersonal and communication skills • Flexible and able to solve problems in various situations • Self motivated • Flexible working schedule • Resourceful and a team player • Customer service oriented

Education & Outreach Assistant
<p><u>Purpose of Job/Position</u> To promote contemporary art to the general public by planning and implementing various events before and during SB2011 (workshops/forums/symposiums etc).</p>
<p><u>Responsibilities and Activities</u></p> <ul style="list-style-type: none"> • Assist the Biennale Secretariat in developing and implementing all public programmes: • Planning of programmes • Registration • Crowd control • Ushering • Smooth running of the various programmes • Provide administrative and logistical support to all outreach programmes
<p><u>Time Commitment</u></p> <ul style="list-style-type: none"> • March to May 2011 • Weekdays (office hours) and weekends

Skills and Qualifications Requirement

- Event management and administrative skills
- Customer relations skills
- Good interpersonal and communication skills
- Proficiency in English

Events Assistant

Purpose of Job/Position

To support the Singapore Biennale Secretariat in the planning and implementation of various events, including:

- Opening Event
- Closing Event
- Press Conference
- Sponsorship events

Responsibilities and Activities

- Ensure the smooth running of the events :
 - Crowd control
 - Registration
 - Ushering
 - Logistics support
- Provide administrative and logistics support, and in all other event related tasks, when necessary

Time Commitment

- March to May 2011
- Event dates vary and will be confirmed nearer to the dates

Skills and Qualifications Requirement

- Events management skills
- Customer relations skills
- Pleasant personality and disposition
- Good interpersonal and communication skills
- Problem-solving skills
- Proficiency in English

Gallery Host Assistant
<u>Purpose of Job/Position</u> To provide an enhanced art viewing experience for visitors in a conducive environment.
<u>Responsibilities and Activities</u> <ul style="list-style-type: none"> • Assist the Gallery Officers • Ensure smooth running of the exhibition on site (logistics, site cleanliness, information counter maintenance etc) • Answer general enquiries from visitors • Provide information on various artworks when necessary • Execute all emergency Standard Operational Procedures (SOPs) when necessary • Provide additional security of artworks on site
<u>Time Commitment</u> <ul style="list-style-type: none"> • March to May 2011 • Weekdays (office hours) and weekends
<u>Skills and Qualifications Requirement</u> <ul style="list-style-type: none"> • Good communication and interpersonal skills • Pleasant personality and disposition • Be assertive when necessary • Self motivated and self starter • To be flexible and able to solve problems in various situations • Proficiency in English; knowledge of another language is an advantage

Artist Assistant
<u>Purpose of Job/Position</u> To assist the SB2011 artists during the installation and deinstallation periods.
<u>Responsibilities and Activities</u> <ul style="list-style-type: none"> • Assist the SB2011 artists to ensure the smooth running and completion of the installation • Provide on-site administrative support to ensure adequate set-up of artworks when required
<u>Time Commitment</u> <ul style="list-style-type: none"> • February and May 2011 • Weekdays (office hours) and weekends • Ability to take up last minute assignments
<u>Skills and Qualifications Requirement</u> <ul style="list-style-type: none"> • Artists/art students preferred • Strong interest/background in contemporary visual art • Resourceful and a team player • Good interpersonal and communication skills • Flexible, self motivated and self starter • Proficiency in English; knowledge of foreign languages is an advantage

New Media Assistant
<u>Purpose of Job/Position</u> To support the Singapore Biennale Secretariat in updating various new media platforms.
<u>Responsibilities and Activities</u> <ul style="list-style-type: none"> • Update the latest SB2011 happenings on all SB2011 official new media platforms, including blogs and Facebook • Moderate all SB2011 new media platforms
<u>Time Commitment</u> <ul style="list-style-type: none"> • January to May 2011 • Wednesdays and Fridays
<u>Skills and Qualifications Requirement</u> <ul style="list-style-type: none"> • IT savvy, especially in various new media platforms • Resourceful and a team player • Proficiency in English

JOB DESCRIPTION FOR INTERNS

Finance and Administration
<u>Responsibilities and Activities</u> <ul style="list-style-type: none"> • Perform general administrative duties for day-to-day operations • Assist in all travel and accommodation arrangements for Biennale artists, curators and guests • Process payments to all suppliers and contractors • Keep track of the Biennale budget from various divisions • Prepare & maintain weekly financial reports
<u>Time Commitment</u> <ul style="list-style-type: none"> • 1 Dec 2010 – 31 May 2011
<u>Skills and Qualifications Requirement</u> <ul style="list-style-type: none"> • Diploma students • Excellent administration skills • Good communication and interpersonal skills • Ability to work under tight deadlines • Proficient in Microsoft Office • Resourceful • Able to work individually and in a team
Education and Outreach
<u>Responsibilities and Activities</u> <ul style="list-style-type: none"> • Research on education and outreach programmes • Plan, organise and coordinate all education and outreach programmes, including Potluck events, workshops and school tours • Coordinate with all of Singapore Biennale's stakeholders with regards to all education and outreach programmes • Update volunteer newsletters, website & blog
<u>Time Commitment</u> <ul style="list-style-type: none"> • 1 Oct 2010 – 31 May 2011
<u>Skills and Qualifications Requirement</u> <ul style="list-style-type: none"> • Diploma/Degree students • Strong interest in the arts and outreach programmes • Experience in administrative and outreach work would be a plus • Excellent communications skills • Proficiency in Microsoft Office • Ability to work under tight deadlines • Able to commit at least 3 month period and to work outside working hours if necessary

Exhibition
<p><u>Responsibilities and Activities</u></p> <ul style="list-style-type: none"> • Assist in coordination and management of installation/de-installation schedule • Assist in site management during installation / exhibition duration / de-installation • Attend production meeting (for logistics / daily operations) • Assist in daily maintenance programme during exhibition period • Assist in admin work pertaining to logistics / daily operations • Contact & manage suppliers, artists, technical crew, etc, when on site • Update daily exhibition site report
<p><u>Time Commitment</u></p> <ul style="list-style-type: none"> • 1 Oct 2010 – 31 May 2011
<p><u>Skills and Qualifications Requirement</u></p> <ul style="list-style-type: none"> • Responsible, punctual, ability to multi-task, work independently, with accuracy and attention to detail • Ability to perform duties effectively under time constraints. • Working knowledge of AV equipment, lighting, exhibition design, and artist contract rider a plus but not required • Events and/or arts management experience a plus but not required • Able to work long hours • Able to work beyond normal working hours, weekends and Public Holidays

Gallery Host
<p><u>Responsibilities and Activities</u></p> <ul style="list-style-type: none"> • To be in charge of various gallery spaces during the exhibition period of the Biennale • To ensure smooth running of the exhibition on site (including logistics, ensure cleanliness, information counter maintenance, etc) • To answer general inquiries from visitors • To provide information on various art works • To execute all emergency Standard Operational Procedures (SOPs) when necessary • To ensure security of art works on site • To make public announcements when necessary
<p><u>Time Commitment</u></p> <ul style="list-style-type: none"> • Late Feb to May 2011
<p><u>Skills and Qualifications Requirement</u></p> <ul style="list-style-type: none"> • Diploma students • Having worked in an art gallery or museum environment is an added advantage, but not necessary • Good communication and interpersonal skills • Pleasant personality and disposition • To be assertive when necessary • Self motivated and self starter • To be flexible and able to solve problems in various situations • Able to work during weekends and Public Holidays • Proficient in English; knowledge in another language is an advantage

Marketing and Development
<u>Responsibilities and Activities</u> <ul style="list-style-type: none"> • To support mass mailing of proposals to existing list of sponsors and donors • To assist in Internet research and compile contact information of other potential sponsors and donors • To assist in maintaining MS Excel database of prospective art sponsors and donors approached • To assist in the organisation of any fundraising events such as cocktail or dinner programmes
<u>Time Commitment</u> <ul style="list-style-type: none"> • Jan 2010 – Apr/May 2010
<u>Skills and Qualifications Requirement</u> <ul style="list-style-type: none"> • Diploma students • Excellent administration skills • Good communication and interpersonal skills with interest in events/programmes • Ability to work under tight deadlines • Proficient in Internet Explorer as well as Microsoft Office especially Word and Excel • Resourceful • Able to work independently