

**Name of company:**

Hvala Pte Ltd.



H V A L A

**Internship / Freelance work title**

Graphic Design Intern  
Videographer Intern  
Photographer Intern

**About the company**

Hvala (Singapore) is a teahouse and gallery space that aspires to create a platform for the modern-day Picasso and Hemingway to gather. At our various outlets, we curate and put together the art works of various artists. We hope that through our food and beverage business, we are able to leverage on that to promote the Arts scene in Singapore.

To transit, we are beginning to push out both digital and print content at our physical retail cafes and on our website. In time to come, we hope to be a multimedia brand that uncovers stories about the Arts scene in Singapore.

The content we are looking to generate includes written articles, photo stories, videos, magazines and exhibitions. Therefore, we are seeking interns who are interested to come onboard a small-sized team of creatives to expand this work.

**Relevant website and links:**



[www.hvala.com.sg](http://www.hvala.com.sg)



Instagram: @hvala\_sg



Facebook: @hvalasingapore

**Internship job scope and responsibilities description:**

**GRAPHIC DESIGN INTERN**

Responsibilities:

- Design layouts and illustrations for print circulation (i.e. magazine, collaterals, brochures)
- Design layouts and illustrations for digital circulation (i.e. article illustrations)
- Prepares final copies for printing

Requirements:

- Able to work well with a collaborative team
- Comfortable with designing both for print and digital circulation
- Familiar with Adobe Photoshop, Illustrator, InDesign
- Is a creative personnel and willing to contribute ideas

## **VIDEOGRAPHER INTERN**

### Responsibilities:

- Create short films of 2 to 5 minutes
- Involved in planning the shoot: do up storyboarding, ideate and brainstorm with the creative team, ensuring necessary equipment
- Familiar with production: lighting, camera gear, sound system
- Able to edit videos for post-production (special effects or computer graphics are not necessary, but will be a bonus)

### Requirements:

- Able to work well with a collaborative team
- Comfortable with capturing moments of interview profiles, documentary settings and product features
- Have an eye for aesthetics
- Familiar with Adobe Premiere Pro

## **PHOTOGRAPHER INTERN**

### Responsibilities:

- Product shoots (featured in magazines and social media)
- Event coverage
- Familiar with camera gear and lighting
- Able to edit photos

### Requirements:

- Able to work well with a collaborative team
- Comfortable with capturing moments of interview profiles and product shoots
- Have an eye for aesthetics
- Familiar with Adobe Lightroom and Photoshop

### **Pre-requisite from candidate (if any):**

Able to commit at least **3 months** for the respective job scopes and requirements as mentioned above.

### **Estimated time frame/period**

Flexible freelance – to work at your own timing  
Twice a week minimally  
From Nov 2019 onwards

### **Allowances**

For a 5-day work week, the remuneration will be \$1,000 / month.

Depending on the commitment of the intern, the pay will be adjusted accordingly.  
(e.g. For a twice a week commitment, the pay will be \$360 / month)

### **Contact person / email to respond to**

Jasmine Koh  
Marketing Communication  
[jasmine@hvala.com.sg](mailto:jasmine@hvala.com.sg)

### **Other instructions / comments for applicants**

Do send your CV and portfolio (softcopy and/or hardcopy) to the email above. Looking forward!