

School of Art, Design & Media (NTU)

Late internship application
Updated 8 February 2021

Students: If this is for credited internship, please bring company into the internship programme as a **self-source option** upon successful placement. If this is for **self-enrichment**, the school **will not** intervene and the agreement will be strictly between you and the organization. Please read carefully before committing.

Name of company:

Singapore Red Cross



SINGAPORE

Estimated number of employees:

192

Internship / Freelance work title

Designer Intern

About the company and no. of intern(s)

1

Relevant website and links:

<https://redcross.sg/>

Internship job scope and responsibilities description:

JOB PURPOSE

Assist in Singapore Red Cross' (SRC) design needs for corporate marketing and operational marketing functions.

PRINCIPAL ACCOUNTABILITIES

1. Propose design and layout for jobs as briefed in a timely manner
2. Support conceptualisation and value-add from the designer's perspective, for all projects, ranging from strategic marketing initiatives to operational marketing collaterals, and day-to-day artwork needs
3. Support SRC's brand identity project, working closely with the in-house designer
4. Support SRC's events preparation to optimise brand visibility as assigned
5. Support the development of purpose-built collaterals for community outreach opportunities.

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Pre-requisite from candidate (if any):

Pre-requisite

- Student (year 2 and beyond) or graduate of design school
- Knowledge in Design - concept, design, layout.
- Knowledge in the use of design softwares including InDesign, Illustrator, Photoshop, etc.
- Excellent computer literacy
- Knowledge in Marketing/Mass Communications/Business Administration a plus.

Additional skills and knowledge

- Passionate about design, marketing, branding, new media, etc.
- Personable, energetic, mature and able to multi-task efficiently
- Interest in NGO, NPO, charities, or the social services sector.

Desired behaviours

- Evidence of good organisational and time management skills.
- Able to work with tight design deadlines.
- Is self-motivated, resourceful and innovative.
- Willing to take initiatives and able to work with minimum supervision.
- Good interpersonal skills, with the ability to relate well to people at all levels.

Estimated time frame/period

15 March 2021 to 31 Aug 2021

Allowances

\$ 700.00

Reporting instructions

Location : Red Cross House (HQ), 15 Penang Lane S238486
Work Day : Monday to Friday, 9 am to 6pm

Working equipment / softwares

Students have to use their own laptop and software

Contact person / email to respond to

Loh Ren Jie (Mr)
Senior HR Assistant
Human Resource

Other instructions / comments for applicants

Please email your portfolio or link for viewing of your work to renjie.loh@redcross.sg