

School of Art, Design & Media (NTU)

Informal internship application

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: Academia Pte. Ltd.



Internship / Freelance work title

Visual Communications Intern

About the company and no. of intern(s)

Academia is an enrichment centre that revolutionises education with a humanities-oriented philosophy, enabling the younger generations by cultivating an aptitude for global perspectives with curated lessons (physical and digital) and in-house publications.

We are currently offering **2 positions** for the Visual Communications internship.

Relevant website and links:

Academia.com.sg

[Instagram.com/academia.com.sg](https://www.instagram.com/academia.com.sg)

[Facebook.com/academia.com.sg](https://www.facebook.com/academia.com.sg)

Internship job scope and responsibilities description:

Objective:

Academia Education Center seeks to engage a Visual Communications Intern to drive our branding, marketing and communications efforts on various platforms. The intern will work with and be supervised by a Digital Communications Manager and assist with the ideation and conceptualisation of marketing collaterals.

Responsibilities:

- Work closely with Digital Communications Manager to deliver marketing campaigns that are quirky, characteristic, but also sophisticated and refined
- Be proficient in the Adobe Creative Suite (particularly in After Effects, Illustrator, Photoshop, InDesign and Premiere Pro) and/or Final Cut Pro
- Illustrate graphics from scratch according to company's branding strategy, campaign objectives and art direction provided
- Create simple animations including but not limited to motion graphics and gifs
- Help design collaterals for both digital and print marketing efforts
- Assist in the development, ideation, and delivery of marketing campaigns

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- Interns may also be provided opportunities to spearhead campaigns where possible and suitable

Pre-requisite from candidate (if any):

- Singaporeans and PRs only
- Possess good digital literacy; any experience in branding, design and marketing is necessary
- Proficiency in Adobe Photoshop and Illustrator
- A strong portfolio of past design output is essential
- A progressive mindset that is willing to learn and help the organisation drive change

Estimated time frame/period

- Start in May/June/July
- A commitment period of preferably 2-3 months
- Flexible work arrangements can be discussed (Part-Time during term time, etc)

Allowances

\$1200 / month (to be confirmed upon interview)

Contact person / email to respond to

Please email your resume and relevant portfolio to the Digital Communications Manager – Ms Rachel Yap (ryp@academia.com.sg).

Please also cc the HR manager, Mr Mok (mkh@academia.com.sg) in your application email.

Other instructions / comments for applicants

Your portfolio is extremely important for the consideration of this position. Please remember to include it in your application.