

# School of Art, Design & Media (NTU)

Informal internship / student freelance application  
*Updated 31 Jan 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: Ministry of Trade and Industry (MTI)**



**Estimated number of employees:**

There are 7 officers in the PEP team.

**Internship / Freelance work title**

PEP Content Creation Intern

**About the company and no. of intern(s)**

1 Intern

**Relevant website and links:**

[https://www.careers.hrp.gov.sg/sap/bc/ui5\\_ui5/sap/ZGERCF004/index.html#/JobDescription/11844991/005056a3-53e2-1eec-9b9e-bbc57645748a](https://www.careers.hrp.gov.sg/sap/bc/ui5_ui5/sap/ZGERCF004/index.html#/JobDescription/11844991/005056a3-53e2-1eec-9b9e-bbc57645748a)

**Internship job scope and responsibilities description:**

The intern will be attached to EDD's Pro-Enterprise Panel (PEP) team to produce comms materials to showcase innovative business proposals supported by the PEP and to promote awareness of PEP support within the local entrepreneur and innovation community.

- To update the information of PEP on MTI webpage on a regular basis
- To revamp the PEP webpage to meet objectives of showcase of proposals and promote

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awareness

- Create engaging content for the PEP's social media handles (Instagram, Facebook and LinkedIn) who we are, what we do and how we support businesses big and small to overcome regulatory challenges. The materials may also be used in newsletters to our partners.
- Conceptualise marketing materials and digital assets for publicity and outreach of the Pro-Enterprise Panel (PEP) such as, but not limited to infographics and toolkits..

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

Proficient in Adobe Creative Suite software. Photography and Video editing skills will be an advantage.

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

Full time intern from May 2022 - August 2022.

Open to hiring students on a part-time basis from February to May 2022 or August 2022-December 2022.

#### **Allowances**

\$1000/month

\*The allowance for part-time interns will be pro-rated.

#### **Reporting instructions**

Depending on the Covid-19 situation, the team will be either working from home fully or adopt a hybrid mode of convening at the office at least once a week. If the intern has concerns about working from office, we will be happy to discuss a suitable arrangement.

#### **Working equipment / softwares**

MTI will be providing the intern with a work laptop to communicate with the team and external stakeholders on the deliverables. However, it may be expected that the student has a working laptop with the necessary digital editing softwares to create the digital assets. We can discuss a suitable arrangement with the intern.

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

rachel\_chan@mti.gov.sg and dayna\_he@mti.gov.sg (To email both)

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

If the student has any digital assets, handled any social media accounts etc, it would be great to share these visuals or written copies via a drive too.