



# ARTS MANAGEMENT INTERN

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We are on the lookout for motivated and creative candidates to apply!  
The VOS Intern can expect to progress from intern to contract positions, with a possibility of permanent hire depending on their performance.

Interns will gain insights into the dynamic arts industry with one of the fastest-growing arts organisations in Singapore, and get hands-on experience on a variety of national-level projects. The VOS Arts Management Intern will play a critical role in the running of Singapore's largest choral society.

### **Responsibilities:**

- Providing administrative and operational support to the Voices of Singapore Choral Society and Festival
- Assisting in the management of the different choirs and vocal ensembles under the Voices of Singapore Choral Society, including facilitation of rehearsals, Venue scheduling, score procurement, membership management, and all related matters pertaining to the smooth running of the ensembles
- Assisting in event/ concert planning, administration and execution
- Assist in conceptualising new projects and programmes
- Supporting incoming client and membership queries
- Assisting in prompt processing of invoices
- Designing marketing and publicity collaterals as required
- Ad-hoc support for other projects

### **Requirements:**

- Able to commit to a minimum 3-month full-time internship. Candidates who can commit up to 5 or 6 months are preferred.

### **Important Attributes:**

- Has creativity, willingness to learn and eagerness to grow.
- Punctual and reliable, good attitude, flexible and adaptable to changing schedules and tasks as this is a growing company.
- Clear communicator, in person and in writing. The ability to communicate with children is an advantage.
- Enjoys working in a small team, independently and collaboratively.
- Interest in music and helping to build a singing Singapore.

If you are interested in this position, please email your CV and cover letter to [kit@voicesofsingapore.com](mailto:kit@voicesofsingapore.com) with "Application for Arts Management Intern" as the title of email.



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## **ABOUT VOICES OF SINGAPORE**

Voices of Singapore is a not-for-profit arts organisation with a mission to support communities through singing and music making - to Build a Singing Singapore.

Voices of Singapore has a range of active performance ensembles with over 500 singers, including an education wing that provides top-quality singing education through the VOS Children's Choir. It hosts the annual VOS Festival, Singapore's largest non-competitive choral festival which brings together a wide range of singing ensembles from all over the country. VOS has spearheaded community projects such as the Singapore Virtual Choir's rendition of "Home", bringing together 900 Singaporeans located in 26 different countries, and collaborated with partners such as HealthServe, Mediacorp, National University Health System and Singapore General Hospital on projects that bring communities together through physical and digital platforms. VOS' ensembles have been engaged to perform at the opening of the Singapore State Courts, and the 40th Anniversary of the Speak Mandarin Campaign.

With a belief that music should be made accessible to all, VOS also seeks to engage children with special needs through the Starlight Music-making Programme, which is supported by the Temasek Trust Oscar@sg Fund.

[www.voicesofsingapore.com](http://www.voicesofsingapore.com)



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## PAST PROJECTS



### Home - Singapore Virtual Choir

On 14 April 2020, Voices of Singapore, supported by the Singapore Tourism Board (STB) launched the virtual choir video “900-Strong Singapore Virtual Choir sings Home (Dick Lee)”, providing a platform for Singaporeans all over the world to unite through song in a time of much uncertainty surrounding the COVID-19 situation. The project culminated in a total of over 900 submissions from Singaporeans in 26 different countries from as far as the United States, Turkey and the Netherlands, with each sending in home videos of themselves singing the iconic song, “Home”, by Dick Lee.



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## **A World Together - If We Hold On Together**

Released on 5 June 2020, A World Together is an Interview/Music Video that sends a strong messaging of harmony, interdependency and gratitude between the migrant worker community and the local community. The work presented messages from the migrant community by means of individual sharing of life stories, followed by the singing of children from the Voices of Singapore Children's Choir (VOSCC). The video was joined by healthcare workers and migrant workers singing 'If We Hold On Together', written by James Horner and Will Jennings, originally sung by Diana Ross. The video began with children asking questions and conveying their thoughts to our migrant friends, and ended with the choral performance.