

Museum Hosts Recruitment 2018

Frequently Asked Questions

About the Museum Hosts

1. Who are the Museum Hosts?

Museum Hosts (MH) are volunteers for the National Museum of Singapore. We are ambassadors of the museum who serve to make the space a more hospitable and friendly environment for all visitors.

2. What do we do?

Our activities and duties help to support museum events and functions such as:

- Front-desk support (providing assistance to Visitor Services)
- Providing support and volunteer services for various Museum programmes and festivals
- Provide visitors with an enriching and unforgettable museum experience.
- Providing support to visitors with additional needs to make the museum space and programmes accessible and inclusive for all.

3. What is our objective?

To support the museum's various initiatives, programmes and ventures, while constantly adapting to meet the different needs of museum visitors.

4. When and where are our activities held?

Our main activities are mainly held during the weekends at the National Museum of Singapore:

- **Meet and Greet, Front Desk Support [Daily]**
 - Weekdays
 - 12pm—2pm
 - Weekends
 - 11am—1pm
 - 1pm—3pm
- **Programme Support [Depends on timing and dates of scheduled events]**
 - Examples include Singapore Heritage Fest, Singapore Night Festival and Children's Season
 - Open House activities on public holidays

- Special occasions such as the Museum’s birthday, special exhibition activities and Museum Host-initiated activities
- **Quiet Mornings (Every 1st & 3rd Thursdays and last Saturday of the month)**
 - 9am-11am

We welcome volunteers to assist on daily basis!

Museum Host Requirements

5. What are the requirements to volunteer as an NMS Museum Host?

MHs should have a pleasant and lively personality, and be approachable and eager to speak to visitors. Applicants must be at least 16 years old (16–18 year olds are required to seek parental consent before applying).

Applicants must also be able to:

- Express themselves clearly in English (We welcome volunteers fluent in second and third languages as well!)
- Commit to a minimum of two years of service
- Attend 4-hour weekend training sessions at NMS for 7 weeks (A minimum attendance of 5 training sessions is required for the training programme and valid reasons must be given for every session missed.)
- Volunteer with us for Meet & Greet and/or Accessibility-related functions at least 12 times a year within your first two years of volunteering
- Volunteer for at least 6 times a year from the third year onwards.

6. When are the training dates?

The training is slated to take place between mid-April to end May 2019. More details will be shared during the interview to confirm your availability.

7. Are non-Singaporeans eligible to be a Museum Host?

Yes, if the above criteria are fulfilled.

Application and Assessment

7. I'm interested! How do I apply?

Our recruitment period is from 22nd October to 31st December 2018.

The application form is available for download at

<http://nationalmuseum.sg>

Please complete the online form at

<https://form.gov.sg/forms/nhb/5b8dff5b72b173000f8be0f6>

Or Scan the QR Code below to be directed to the webpage:



Please submit your application by 31st December 2018, 2399hrs.

8. How will I be shortlisted and when will I be notified?

Eligible applicants will be shortlisted for an interview. Applicants will be notified of their eligibility and interview details, after the recruitment period has ended. The interview period will be between January to February 2019.

Interviewees will be notified of their results in March 2019 and further training details will be disseminated.

For enquiries

If you have further questions, please contact us through:

NMS Volunteer email

nhb_nm_volunteer@nhb.gov.sg