

Programme Assistant

Job Description

About Organisation	Since 2013, ArtsWok Collaborative has worked with multidisciplinary teams to design and implement imaginative and innovative programmes that harness the power of the arts to create shared spaces for participation, cooperation, and collaboration. Our public programmes focus on enabling our participants to encounter differences, engage in dialogue, and build bridges across different perspectives. In addition, we build the capabilities of practitioners and organisations in arts-based community development. We also conduct research and share knowledge on practices within our field. Our mission to nurture thriving communities extends to every person we work with. We value each person's abilities and equip them to become an agent of change. As an arts-based organisation, we give time and space to play, experiment, and imagine new practices for our field. We also foster a collegial work culture that foregrounds mutual respect, honesty, and open communication. ArtsWok Collaborative Limited is an Institution of a Public Character and has been supported by the National Arts Council under the Major Company Scheme since 2018.
Internship Title	Programme Assistant
Job Function	Programme Management
Brief Job Description	ArtsWok Collaborative is looking for a Programme Assistant to support the processes of producing arts-based programmes in the community. You will be involved in some of our projects such as our Both Sides, Now flagship programme (on living well, and leaving well), workshops, and various outreach and donor engagement events. In the process, you will learn more about programme design, applications of artistic practice in site-specific contexts, as well as glean insights from multidisciplinary projects.

Roles & Responsibilities	1. To support the Programmes and Engagement Team, which may include the following: a. Assisting the Creative Teams for different programmes in the programme design process b. Attending meetings with partners, taking notes, and transcribing key sessions c. Researching for relevant information that will feed into programme design and evaluation for the organisation's overall work d. Coordination and logistical support for programmes, events, and workshops e. Documenting programme developments by photographing, filming, and writing meeting notes for archival, marketing, and advocacy purposes f. Compiling feedback reports on various projects g. Providing support in events and relevant admin tasks related to donor engagement and the overall organisation
Learning Objectives & Outcomes	1. To hone project management competencies in planning, time management, and logistical coordination 2. To develop skill-set in managing effective communication with team members and multiple external stakeholders 3. To acquire an understanding of arts-based community engagement approaches and the community development landscape 4. To strengthen abilities in data collection and management that will feed into organisation's overall work 5. To gain an understanding of what goes into the various stages of a project cycle: planning, implementation, evaluation, and the next iteration
Duration of Internship	6 months; Mar – Aug 2026
Daily Working Hours	0930 – 1830 hrs
Work Days	Monday – Friday
Minimum Education Level	Current diploma and undergraduate students are welcome to apply.

Requirements	1. Good organisational and coordination skills. Able to problem-solve and adapt is a plus 2. Good communication skills with fluency in written and spoken English. Conversance in an additional language is a plus 3. Able to relate well with others 4. Able to meet deadlines and pays attention to details 5. Keen interest in arts-based community development work 6. Possess a self-directed learning mindset 7. Comfortable working remotely and in-person; able to work independently as well as in a team
Number of Vacancies For Role	1

Marketing Communication Assistant

Job Description

About Organisation	Since 2013, ArtsWok Collaborative has worked with multidisciplinary teams to design and implement imaginative and innovative programmes that harness the power of the arts to create shared spaces for participation, cooperation, and collaboration. Our public programmes focus on enabling our participants to encounter differences, engage in dialogue, and build bridges across different perspectives. In addition, we build the capabilities of practitioners and organisations in arts-based community development. We also conduct research and share knowledge on practices within our field. Our mission to nurture thriving communities extends to every person we work with. We value each person's abilities and equip them to become an agent of change. As an arts-based organisation, we give time and space to play, experiment, and imagine new practices for our field. We also foster a collegial work culture that foregrounds mutual respect, honesty, and open communication. ArtsWok Collaborative Limited is an Institution of a Public Character and has been supported by the National Arts Council under the Major Company Scheme since 2018.
Internship Title	Marketing Communication Assistant
Job Function	Marketing Communication
Brief Job Description	ArtsWok Collaborative is looking for a Marketing Communication Assistant to aid in the development and implementation of effective marketing and communication strategies. You will learn how to create relevant marketing and communication materials for different programmes and for our organisation. Besides this, you will learn aspects of non-profit marketing communication within the field of arts-based community development.

Roles & Responsibilities	1. Assist in developing strategy for ArtsWok Collaborative's digital marketing platforms 2. Work with the team on web, email, and digital content creation campaigns to boost our brand awareness and engagement with our digital audience 3. Assist in creating company collaterals and social media content. This may include photography, videography, copywriting, illustration, and graphic design 4. Assist in the editorial process of our communication materials, which may require research, interviews, and transcribing. 5. Scheduling and posting digital marketing content to promote our programmes and activities 6. Collect and analyse data from social media, EDM, and website metrics 7. Provide support during events and assist in the business operations of the organisation
Learning Objectives & Outcomes	1. To acquire an understanding of the role of marketing and communication in arts-based community development 2. To develop portfolio that demonstrates content creation and/or marketing abilities 3. To develop familiarity with managing multiple digital marketing platforms 4. To hone abilities in research and analysis of data that inform marketing and communication strategy 5. To attain a broad understanding of the non-profit landscape
Duration of Internship	6 months; Mar – Aug 2026
Daily Working Hours	0930 – 1830 hrs
Work Days	Monday – Friday
Minimum Education Level	Current diploma and undergraduate students are welcome to apply.
Requirements	1. Design, illustration, and/or copywriting skills are preferred. Video production skills are a plus. 2. Experience in digital marketing is a plus

	3. Strong communication skills with fluency in written and spoken English 4. Good analytical and research skills 5. Able to meet deadlines and pays attention to details 6. Keen interest in arts-based community development work 7. Possess a self-directed learning mindset 8. Comfortable working remotely and in-person; able to work independently and in a virtual team environment 9. Basic technical knowledge of HTML and web publishing. Familiarity with SEO is a plus
Number of Vacancies For Role	1