

DESIGNING ENGAGING EXHIBITIONS

27 FEBRUARY TO 3 MARCH 2017

Sponsored by the

SINGAPORE COOPERATION PROGRAMME

under the

SINGAPORE COOPERATION PROGRAMME TRAINING AWARD/ SMALL ISLAND DEVELOPING STATES TECHNICAL COOPERATION PROGRAMME

to be conducted by the

CULTURE ACADEMY

Singapore Cooperation Programme

Singapore has provided technical assistance to other developing countries since the 1960s. As a country whose only resource is its people, Singapore believes that human resource development is vital for economic and social progress. Singapore itself has benefited from training provided by other countries and international organisations.

In 1992, the Singapore Cooperation Programme (SCP) was established to bring together under one framework the various technical assistance programmes offered by Singapore. Through the SCP, the range and number of training programmes were increased to share Singapore's development experience with other developing countries. To date, Singapore has sponsored training courses and study visits for over 100,000 officials from more than 170 countries. The SCP is managed by the Technical Cooperation Directorate of the Singapore Ministry of Foreign Affairs.

Culture Academy

The Culture Academy was established in 2015 as a division of the National Heritage Board by the Ministry of Culture, Community and Youth to groom the next generation of cultural leaders in the public sector. The Academy is guided by its vision to be a centre of excellence for the development of culture professionals and administrators. The Academy's work spans three areas: Education and Capability Development, Research and Scholarship and Thought Leadership. In these areas, the Culture Academy provides networking opportunities, platforms for exchange of creative ideas and produces professional development workshops, public lectures and publications to nurture thought leaders in Singapore's cultural scene.

Key collaborators include the Smithsonian Institution, the Reinwardt Academy, Asian National Museums Association, AusHeritage, institutes of higher learning and other government organisations within and outside of Singapore

Museums Victoria (Australia)

Museums Victoria (MV) is Australia's largest public museum organisation. MV's research is in the fields of science and humanities using the museum's collections and expert staff to further what they know about the social and natural history of Victoria and beyond. MV's origins date back to 1854 with the founding of the National Museum of Victoria and the establishment of the Industrial and Technological Museum of Victoria (later known as the Science Museum of Victoria). By proclamation of the Museums Act 1983, these two institutions were amalgamated into the current Museum Victoria.

Course Objectives

This course will provide professionals in cultural institutions with a better understanding of exhibition design and production, from inception to execution.

By the end of the course, participants will be able to:

- Understand what exhibition design entails.
- Know how to work as a project team and how to design an exhibition from planning to execution stage.
- Be aware of the right tools and skills that exhibition designers require (either from museums or outsourced vendors) and how to maximise budgets efficiently.
- Write simple and informative captions and how to make the exhibition design stand out through the use of narrative and lighting.

Synopsis

Topics to be covered include:

- Exhibition and Audiences
- Exhibition and Design
- Specialist Design Elements
- Project Planning and Delivery
- Miscellaneous Specialisms and Tasks

Methodology

Using the best mix of training and learning methodologies, this course will be highly interactive and experiential. Besides formal lecturing, activities include open discussions, group work, experiential activities and other learning methodologies.

Participants will also have adequate opportunity to share their experiences, learning points and challenges during the programme. Relevant site visits will also be included.

Duration

The course will be held from **27 February to 3 March 2017**.

Application Information

Applicants should be:

- Exhibition designers, curators and administrators from cultural organisations working with designers or involved in the design process for exhibitions or displays with three to five years' experience;
- Nominated by their respective Governments;
- Proficient in spoken and written English; and
- In good health.

Terms of Award

The course is sponsored by the Government of Singapore under the Singapore Cooperation Programme Training Award and the Small Island Developing States Technical Cooperation Programme.

Under this programme arrangement, the Government of Singapore will bear the following expenses for the successful applicants (thereafter known as participants) during their training in Singapore. These expenses include:

- A daily training allowance of One Hundred and Twenty Singapore Dollars (S\$120) from first day to last day of the course to cover meals and daily expenses. [Complimentary breakfast is provided in the hotel from the first day to one day after the course];
- Transportation to course venue and site visits;
- Medical insurance for participants to cover accident and hospitalisation during their stay in Singapore in accordance with the policy of a local insurance company; and
- Accommodation for the entire duration of the course.

Note:

- (i) The nominating government will be responsible for their participants' round-trip airfares.
- (ii) Participants are to bear their personal miscellaneous expenses that might be incurred prior to receiving the allowance.
- (iii) Any expenses for out-patient medical/dental treatment will be borne by the participants themselves.

Regulations

Participants are required to comply with the following:

- (a) Strictly observe course schedules and not miss training sessions;
- (b) Not bring any member of their family and/or aide for the duration of the course;
- (c) Carry out instructions and abide by conditions as may be stipulated by the nominating Government or the Government of Singapore with respect to the course;
- (d) Refrain from engaging in political activities, or any form of employment for profit or gain while in Singapore;
- (e) Discontinue the course, in the event they fall seriously ill and are considered unable to continue the training or have committed an improper act; and
- (f) Return to their respective home countries upon completion of the course.

Application Procedure

(Closing date for nomination: **16 January 2017**)

The Government of Singapore is pleased to invite the respective National Focal Points for Technical Assistance to nominate **one (1)** suitable applicant.

Selection of candidates will be based on merit. Should there be more applicants than training places, the Government of Singapore seeks the understanding of the respective National Focal Points for Technical Assistance in the event that its nominee(s) is not selected.

All nominations are to be submitted by the respective Government Institutions, using the official application form. The application forms are to be submitted and should reach the **Ministry of Foreign Affairs, Singapore** through the National Focal Point and the Singapore Embassy in the nominating country not later than **Monday, 16 January 2017**.

Please address the forms to:

**Director-General
Technical Cooperation Directorate
Ministry of Foreign Affairs, Singapore
Tanglin
Singapore 248163**

**Attn: Mr Khairul Anwar
Tel: (65) 6379 8467
Fax: (65) 6479 3357
E-mail: K_Anwar_A_WAHAB@mfa.gov.sg**

- To expedite the process, a copy of the completed application forms can be scanned and sent via e-mail/fax to the **email address/fax number stated above**. The original application forms can be mailed through diplomatic or normal channels.
- All application forms should be completed in full and **must** bear the endorsement of the respective Ministry of Foreign Affairs or National Focal Point responsible for technical assistance.
- Incomplete application forms or forms which are not endorsed will not be accepted.
- Applicants should refrain from making telephone, fax and email inquiries on the status of their applications.
- The **Ministry of Foreign Affairs, Singapore** will inform all applicants of the outcome of their applications. Their National Focal Point will also be informed directly or through our diplomatic representations in the nominating country.
- Flight arrangements are only to be made upon receipt of the Letter of Acceptance to the course.

Information on Singapore

For more information about Singapore, you may wish to visit the Singapore Tourism Board website at www.yoursingapore.com

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