

## ***The Singapore National Biography Project***

The National University of Singapore (NUS) is undertaking the development of a Singapore National Biography, the first comprehensive biographical encyclopedia on Singaporeans ever produced. To be prepared and published by Singapore University Press in print and online versions, this unique reference work will involve a large number of contributors from diverse backgrounds.

Singapore University Press invites applications for the following full-time positions with this exciting project: **Managing Editor, Project Resources Manager, and Biographers**. Appointments will be made on one- or three-year contracts. Applicants for the position of Biographer may request consideration for less than full-time employment.

The **Managing Editor** will establish and maintain project schedules and timelines, supervise the work of in-house and freelance editors and contributors, ensure that work is performed to project standards, and carry out editorial tasks as required. The Managing Editor will be responsible for the timely and efficient completion of the project.

Qualifications:

- Good track record of commercial and editorial management in academic, education, professional or general trade publishing
- Substantial experience managing complex projects
- Familiarity with Singapore history would be an advantage

The **Project Resources Manager** will manage the materials gathered for the project, populate the project database and train team members in its use, and present materials in the way most useful to project staff.

Qualifications:

- A degree in library or information science, or substantial relevant experience
- Previous responsibility for large projects
- Experience in creating and maintaining databases
- Training in social science or humanities research, and particularly in history
- Good knowledge of a local language in addition to English

**Biographers** will be responsible for researching, writing, editing and fact-checking biographical entries. They will undertake these activities directly, and also will commission and supervise the work of out-of-house contributors, setting deadlines and facilitating access to relevant research materials.

Qualifications:

- Appropriate language and personal skills to research one or more of Singapore's ethnic communities and to work with relevant community organizations
- An MA or a good Honours Degree in History, or equivalent experience
- Experience doing historical research using archival materials, and familiarity with the sources for Singapore history
- Editorial experience is desirable, and candidates without such experience must demonstrate an aptitude for editorial work, and have appropriate writing skills
- Library training, experience in photo or picture research, and past work on similar complex projects would all be plus factors

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Interested candidates are invited to submit an application letter (stating salary expectations) and a detailed resume to:

**SNB Project / Singapore University Press Pte Ltd**  
**AS3-01-02, 3 Arts Link**  
**National University of Singapore**  
**S5th Storey, University Hall, 10 Kent Ridge Crescent**  
**Singapore 119260**

Please indicate the post applied for at the top left-hand corner of the envelope.  
We regret that only shortlisted candidates will be notified.