

Singapore Press Club Freelancer Network

FAQ for Members

[May 28, 2020]

1. What is the Singapore Press Club Freelancer Network?

The Singapore Press Club Freelancer Network (“the Network”) is a free service for the Club’s members who are able and willing to undertake freelance project work. The aim is to provide them an efficient platform to connect with companies, organisations and individuals who need freelance media-related services.

2. Who runs the Freelancer Network?

The Network is operated by the Singapore Press Club (“Press Club” or “the Club”).

3. I am open to taking on paid freelance projects. How do I sign up for this?

The Network is open to all categories of Press Club members with a good track record in media-related work. Members interested in joining the Network have to complete a freelancer profile (<http://tiny.cc/spc-freelancer>) to list their specific skills and areas of expertise. They will then receive a link to a private Facebook group where they can post a short introduction, their track record and the type of freelance work they will consider.

4. Can non-members sign up?

Those who are currently not members (in any of the Club’s membership categories) will have to apply for or renew their Press Club membership. Details of our membership categories and rates, and any membership promotions, can be found here: <https://pressclub.org.sg/memberships-new/>.

5. Can I join the Freelancer Network if I am a full-time employee of a company?

All Press Club members can sign up for the Freelancer Network. We encourage any full-time employee to check that you are not in breach of any restriction in your employment contract before you take up any freelance offers in your spare time. If in doubt, do check with your employer.

6. Which areas of expertise is the Network looking for?

The Network would like to offer the full range of freelance media-related services: editing, copy-editing, writing, translation, layout, art and design, photography, video production, video editing, voice-overs, event hosting, etc. We also welcome members who can provide marketing, communications, investor relations and public relations services.

7. How will the Club publicise the Network to companies, and offer their job opportunities to Members?

The Club will publicise our Freelancer Network via email, social media and personal networks. We will invite our corporate members, as well as other organisations and individuals we work with or who are known to us, to offer freelance assignments or projects. They will be given access to post their assignments on the private Facebook group for Network members to view and respond to. Alternatively, they can write to freelance@pressclub.org.sg and have their assignments posted in the private Facebook group. From time to time, the Club may highlight freelance opportunities to members via email, Telegram or other platforms.

8. Does the Singapore Press Club charge for this service? Will the Club take a cut or commission if I get a freelance job?

No. This is a free matching service for Press Club members. The Club (and the Network) will not take any cut or commission from freelance jobs. However, as this is a new service, the Club will review our arrangements after we have operated the service for some time.

9. Will the Press Club be involved in negotiating freelance fees?

No. The Press Club will not be involved in the negotiation of fees, job terms or payments. This will be left to the parties to negotiate. Members should be clear about the terms of the freelance job before they agree to undertake it. Do seek your own independent legal advice, if necessary.

10. If I have a dispute with the company that I do freelance work for, can the Club mediate on my behalf?

No. The Club will not represent either party in the event of a dispute. You will have to seek your own independent legal advice, if necessary.

Singapore Press Club Freelancer Network

FAQ for Companies/Organisations/Individuals Offering Freelance Work

1. What is the Singapore Press Club Freelancer Network?

The Singapore Press Club Freelancer Network (“the Network”) is a free service for the Club’s members who are able and willing to undertake freelance project work. The aim is to provide them an efficient platform to connect with companies, organisations and individuals who need freelance media-related services.

2. Who runs the Freelancer Network?

The Network is operated by the Singapore Press Club (“Press Club” or “the Club”).

3. What services can the Network provide?

The Press Club is a purposeful networking organisation for media-related professionals in Singapore. Our members include professionals with a track record in print, digital, radio and television media, as well as in marketing and communications. The Network aims to offer the full range of freelance media-related services – editing, copy-editing, writing, translation, layout, art and design, photography, video production, video editing, voice-overs, event hosting, etc. We also have members who can provide marketing, communications, investor relations and public relations services.

4. What sort of freelance engagements will your Network be able to handle?

Whether you have an occasional ad-hoc assignment for a freelancer, or a steady stream of work needing a range of media skills, the Network is well-placed to put out the call for you, as its members span the spectrum of media-related professions.

5. How can my company/organisation join the Freelancer Network?

The objective of the Network is to provide a matching service for the Club’s members. Companies, organisations and individuals who have freelance requirements and would like to offer work to the Network are welcome to join the Club as members. Details of our membership rates, and any membership promotions, can be found here <https://pressclub.org.sg/memberships-new/>.

6. My company is looking to engage a freelancer. How do I submit my request?

You should first complete the online project brief form (<http://tiny.cc/spc-FN-project-brief>) We will then allow your designated staff access to our private Facebook group to post your freelance opportunity for Network members to view and respond to. Interested freelancers will contact your staff directly. Once you have assigned the freelance job, do post an update to close off the opportunity. Alternatively, if you would like the freelance job to be confidential, the Club can post the job for you.

7. Can full-time employees in the Network undertake freelance jobs?

The Press Club will allow full-time employees to sign up for our Freelance Network but will encourage them to check that they are not in breach of any restrictions in their employment contract before they take up any freelance offers in their spare time. Do ensure that they have done the necessary checks.

8. How are the fees for freelance jobs or projects negotiated?

The Press Club will not be involved in the negotiation of fees, job terms or payments. This will be left to the parties to negotiate. Do make clear the terms of your freelance assignment before any agreement is reached.

9. Does the Club take a cut or commission from my freelance jobs?

No. This is a free matching service for Press Club members. The Club will not take any cut or commission from the freelance fees. However, as this is a new service, the Club will review our arrangements after we have operated the service for some time.

10. Will the Press Club assure the quality and timeliness of the freelancers' work?

The Press Club will not be able to vouch for the quality and timeliness of the work to be done. The Network is a simple and efficient platform to help connect our freelancer members with corporate members in need of freelance media-related services. So please do your due diligence before finalising your choice of freelancers.

11. If there is a dispute with a freelancer we have engaged, will the Club assist in mediating?

No. The Club will not represent either party in the event of a dispute.