

Asia Society Intern Opportunity

Location: New York

Position: New York Public Programs Intern

Posted: 11/28/11

Purpose:

The public program intern will work with Asia Society's New York Public Programs team in all aspects of program research, development and implementation. This group produces arts and policy-related programs including lectures, panel discussions, exhibition-related programs, author events, performances, films and family programming.

Responsibilities:

Outreach: research and contact organizations to build audiences for specific programs.

Promotion: assist in outreach and promotion of New York Public programs through web listings, list serves and other media. Must have an interest in, and commitment to developing social media promotions (Facebook, Twitter, websites/blogs), for specific New York Public Programs as well as identifying and developing relationships with relevant bloggers.

Writing for the Asia Society website: prepare short written reports, including identifying sound-bites from New York public programs to meet a tight deadline and identify sound-bites – covering the arts, policy and business – for posting to Asia Society's web site. Appropriate training will be given. Must be available to cover evening programs (schedule will be determined).

Administrative and logistical support: working closely with full-time program staff, the intern will provide assistance in the implementation and logistics of public programs. This includes working with Asia Society volunteers at public programs.

Printed materials: assist with the design, production and dissemination of flyers and other printed promotional material.

Audience research: compile data collected from audience surveys.

Archive past program records.

Research program ideas and background for program planning.

Requirements:

A broad interest in Asia and policy needed. Excellent writing skills, and ability to work to tight deadlines. Proficiency in Word and Excel and ability to use research databases (for example Lexis/Nexis). Familiarity with design software such as Adobe

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725 Park Avenue
New York, NY 10021-5088
Phone 212.288.6400
Fax 212.517.8315
www.asiasociety.org

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Photoshop, InDesign and Illustrator an asset. Must be able to multitask and enjoy working in a team. Proficiency in an Asian language an asset.

Schedule:

Full or part-time (minimum of two days per week – this is a flexible schedule to accommodate evenings and weekend programs; availability for evening and weekends is essential); please indicate the days and hours you are available to work. Schedule to be determined. We welcome students on winter break and are happy to accommodate a part-time schedule once they resume classes in the spring semester. This is an unpaid internship, but academic credit can be offered. We would like someone to be available immediately and be able commit to a minimum of three months (winter program season) but preferably to the end of the program year in June. Evening and weekend availability for events is preferred.

How to apply:

Please email your cover letter and resume to:

Anne Kirkup
New York Public Programs
Asia Society
Email: akirkup@asiasociety.org

Indicate intern title and in the subject line. Resumes without cover letters will not be accepted. No phone calls, please. Only those candidates considered for an interview will be contacted. Please regard your resume as having been received unless your email is bounced back.

Asia Society is an equal-opportunity employer.

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