

Asia Society Intern Opportunity

Location: Asia Society New York
Position: Family Programming Intern
Posted: 11/30/11

Purpose:

Asia Society is seeking an intern who will assist in program development and implementation and communications related to two upcoming Family Days this spring (2012). This internship is open to college students, graduate students and recent graduates with a demonstrated interest in Asian and Asian American issues, children's programming and/or the arts. Family Days feature a tour of the gallery, hands-on activities, performances and education materials for a fun and educational journey across Asia geared towards children and families.

Responsibilities:

Assist with research, planning, curriculum development and implementing the Family Day programs; Develop educational materials for children (approximately K-3 level) to accompany museum exhibitions; Coordinate performer/instructor confirmations; Outreach and audience development; Process honoraria requisitions, travel and accommodation arrangements; Provide general administrative and clerical support including mailings, photocopying, faxing, and maintaining supplies; Maintain and update distribution files, databases; Assist in handling functions related to correspondence, acknowledgment, responding to billing, inquiries, and requests for information and assistance from the public and other entities as appropriate.

Requirements:

Interest in family programming; solid organizational, written and oral communication skills; strong computer skills; self-starter with a willingness to take on responsibility. Team-work is essential. Ability to work flexible hours for some weekend programs and experience working on arts, children's, Asian and/or Asian American programs or similar job responsibilities.

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Fax 212.517.8315
www.asiasociety.org

Asia Society Intern Opportunity

How to apply:

Please email your cover letter and resume to:

Rachel Rosado
New York Public Programs – Cultural Programs
Email: rrosado@asiasociety.org

Indicate intern title 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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