

Asia Society Intern Opportunity

Location: New York

Position: Film and Cultural Programs Intern

Posted: 2/1/12

Purpose:

Asia Society is seeking an intern who will assist in all facets of program planning and execution: program research, outreach, house management, general office administration. The prospective intern works primarily on Film programs but might occasionally assist with other Cultural programs including performances, art lectures, and artist discussions. This internship is open to college students, graduate students and recent graduates.

Responsibilities:

- Research program ideas, help develop project proposals;
- Marketing and outreach—promote programs to university communities, targeted audience, distribute press and marketing materials;
- House management—work as usher during programs;
- Program reporting—assist with funding reports, audience surveys; help create materials (video and text) for online posting;
- General office duties.

Requirements:

Knowledge of, and interest in, arts and culture and Asia. Knowledge of film preferred. Strong written and oral communication skills. Strong computer skills. Knowledge of Final Cut Pro and Adobe graphics software preferred. Organized self-starter with a willingness to take on responsibility. Ability to work flexible hours including evening and weekend programs. At least two days per week.

How to apply:

Please email your cover letter and resume to: culture2@asiasociety.org and 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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