

Asia Society Intern Opportunity

Location: Asia Society New York

Department: Cultural Programs

Period of Internship: Winter/Spring 2015

Announcement:

Asia Society's Performing Arts department in collaboration with Cultural Programs is looking for an intern who will learn all aspects of program research, development, and implementation, with a particular focus on performing arts programs. The cultural programs team produces arts-related programs including lectures, panel discussions, exhibition-related programs, author events, performances, films, and family programming.

Education and prior experience most suited for this internship:

A broad interest in Asia and the arts needed. Excellent writing skills and proficiency in Microsoft Word and Excel. Familiarity with design software such as Adobe Photoshop, InDesign, and Illustrator an asset. Must be able to multitask and enjoy a team environment. Proficiency in an Asian language a plus. Performing arts programs involve assisting artists and performers and require a commitment to specific evenings and weekends.

Past experience in doing research and outreach is helpful, as intern will assist in contacting organizations to build audiences for specific programs through web listings and other media. S/he will learn how to design, produce, and disseminate flyers and other printed promotional material. This is an unpaid internship.

How to apply:

Please email a cover letter and resume to:

Rachel Rosado, Program Officer
Cultural Programs
Asia Society
Email: rosado@asiasociety.org

No phone calls, please. Only those candidates considered for an interview will be contacted. If you submit your resume by email, please regard it as having been received unless your email is bounced back.

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