

**The Endowment for Educational Opportunity**

**Summer 2017 Internships**

**About Asia Society**

Asia Society is the leading global organization working to strengthen relationships and promote understanding among the people, leaders, and institutions of Asia and the United States. We seek to enhance dialogue, encourage creative expression, and generate new ideas across the fields of policy, business, education, arts, and culture. Asia Society presents a wide range of public programs, including major art exhibitions, performances, films, lectures and international conferences, as well as initiatives to improve elementary and secondary education about Asia.

Founded in 1956, Asia Society is a nonpartisan, nonprofit educational institution with offices in Hong Kong, Houston, Los Angeles, Manila, Mumbai, New York, San Francisco, Seoul, Shanghai, Sydney, Washington, DC, and Zurich.

**Purpose of the Endowment**

Asia Society’s Endowment for Educational Opportunity provides paid internships for promising undergraduates who might not otherwise be able to devote a summer to work at a non-profit organization. The goal of the Endowment is to give selected students greater knowledge of world affairs as well as practical experience in non-profit and Asia-related careers. The summer internship running over the course of 8 weeks will provide hands-on experience and insight on choices for fields of study and future vocation.

**Internship Opportunities**

**Department: EXTERNAL AFFAIRS -GLOBAL INITIATIVES (Code: EEO-GI)**

**Contact Person: Morgan Leuprecht**

**Extension: 1369**

**JOB DESCRIPTION: What is the task to be accomplished? What is the outcome? Also, please indicate your ideal start date.**

Task: The student will receive training and hands on experience in tracking and researching current developments in Asia; providing conference/event coordination & support; creating and editing social media content; assisting the External Affairs Department with administrative and logistical duties in addition to the Global Initiatives team’s areas of work;

Outcome: The student will gain experience working in an international non-profit organization and helping to plan and execute high profiles conferences, public programs and initiatives

Ideal Start date: June 5 is fine (earlier also okay)

**SPECIAL SKILLS REQUIRED: Please list those necessary to be successful in this job (If certain skills are preferred, but not essential, please indicate this clearly.)**

Strong interest in Asia; interest in and understanding of international affairs, especially in an Asian context strong computer skills, including experience with Microsoft Office suite, cloud computing, web content management, and social media; strong writing skills and attention to detail; ability to perform under pressure/time constraints; ability to maintain composure and exercise good judgment in public; good organization skills and ability to work independently; and native or proficient English speaking and writing.

**Department: EXTERNAL AFFAIRS – GLOBAL TALENT INITIATIVES (Code: EEO-EA-GTI)**

**Contact Person: Mirae Baik** **mbaik@asiasociety.org**

**Extension: x1269**

**JOB DESCRIPTION: What is the task to be accomplished? What is the outcome? Also, please indicate your ideal start date.**

The Global Talent Initiatives team is seeking a student intern to assist with the 2017 Diversity Leadership Forum, a high end training and development conference for Senior HR and business leaders, Asian Pacific American cohort sponsors, and Asian Pacific American emerging corporate leaders from May 24-25, 2017. The intern will also assist with the 2017 Asian Pacific American Corporate Survey report to be published in Summer 2017.

The intern will receive training and hands-on experience in the following areas: researching global diversity and inclusion trends; conference development; coordinating webinars; managing contact database and registration software; managing social media platforms; and logistical duties related to all of the Global Talent Initiatives team’s areas of work. Arranging and staffing occasional events after-hours may be needed (1-2 times per month).

The ideal candidate will have an interest in global diversity and inclusion of Asian and Asian Pacific American talent and have an interest in gaining experience in an international organization.

Ideal Start Date: May 2016

**SPECIAL SKILLS REQUIRED: Please list those necessary to be successful in this job (If certain skills are preferred, but not essential, please indicate this clearly.)**

The intern should have interest in the mission and work of the Asia Society; interest in diversity and inclusion of Asian and Asian Pacific American talent.

The intern must have native or full professional proficiency in English speaking and writing; strong computer skills, including experience with Microsoft Office suite, cloud computing, and experience with social media management, including Hootsuite, LinkedIn, Twitter, and Facebook.

The intern should preferably also have web content management; strong writing skills and attention to detail; ability to perform under pressure/time constraints; ability to maintain composure and exercise good judgment in public; and good organization skills.

**Department: COMMUNICATIONS (Code EEO-COM)**

**Contact Person: Salvador Pantoja**

**Extension: 1320**

**JOB DESCRIPTION: What is the task to be accomplished? What is the outcome? Also, please indicate your ideal start date.**

Asia Society, a prestigious non-profit institution that is the leading force in forging closer ties between Asia and the West through arts, education, policy and business outreach, is looking for talented video intern to assist in the production of video content for its award-winning online team.

The Asia Society video intern will assist in the production of multimedia content for our institutional website (AsiaSociety.org), including the following areas:

* Assisting in the pre-production, production and editing of Asia Society video content.
* Identifying assets from Getty Images for use in videos and blog post.
* Archiving of assets to the media library.
* Updating CMS and YouTube with new content.
* Moderating of comments on social media channels.
* Researching technology and content ideas.

At the completion of the internship, the video intern will have assisted in the production (from concept to completion) of two to three published video projects. In addition, the intern will have gained experience working in a fast-paced multimedia team environment.

Start: June 5, 2017

**SPECIAL SKILLS REQUIRED: Please list those necessary to be successful in this job (If certain skills are preferred, but not essential, please indicate this clearly.)**

Proficiency in Adobe Premiere and Photoshop (After Effects a plus) along with basic understanding of video, audio, lighting and photo production is required. Interns must also have a good understanding of Mac O.S., video codecs, and image/video compression.

Department: **ARTS & CULTURE/CULTURAL PROGRAMS (Code: EEO-A&C)**

**Contact Person: Nick Pozek**

**Extension: x1332**

JOB DESCRIPTION: What is the task to be accomplished? What is the outcome? Also, please indicate your ideal start date.

Asia Society’s Performing Arts Program is an intrinsic component of Asia Society’s commitment to sharing vital aspects of Asian culture, placing creative expression at the center of a more comprehensive understanding of culture.  Whether it is experimental artists exploring new territory or traditional artists bringing to life the voices of a great legacy, the Performing Arts Program has created a powerful platform for connecting and engaging with Asian culture within a deeper cultural context. We have presented extraordinary artists from renowned names such as Lang Lang, Tan Dun, Abida Parveen, Shen Wei, David Henry Hwang, Sardono and Malavika Sarukkai, to the latest emerging voices. From Indonesian hip-hop to Chinese  electronica; experimental dance to the traditions of India’s *Kuttiyatam*, Burmese *Zat Pwe* or Chinese *Kun*qu opera, we foster artistic exchange and provide creative opportunities for artists.

JOB DESCRIPTION: The intern will help us with our video archive of the many years of performing arts from Asia., completing the following tasks between May 2017 and August 2017:

* Cataloguing performing arts videos from the last twenty five years of performing arts programs at Asia Society
* Digitizing, converting and/or encoding videos for archival purposes
* Assist with video editing for use online and for distribution via social media

SPECIAL SKILLS REQUIRED: Please list those necessary to be successful in this job (If certain skills are preferred, but not essential, please indicate this clearly.)

* Basic knowledge of Final Cut Studio editing software
* Knowledgeable about video encoding using a variety of formats or the ability to learn these skills
* Familiarity or interest in the performing arts and/or culture of Asia is preferable

Ideal start date: June 5th

**Department: CENTER FOR GLOBAL EDUCATION (Code: EEO - CGE)**

**Contact Person: Apoorvaa Joshi**

**Extension: x1260**

**JOB DESCRIPTION:** What is the task to be accomplished? What is the outcome? Also, please indicate your ideal start date.

The Center for Global Education at Asia Society seeks an intern to help support revenue generation across the Center. The person in this position will have a few tasks in summer 2017 to support the ongoing operations of the Center for Global Education, with time roughly split between them:

1. **Support revenue generation projects across CGE** by **researching and qualifying funding prospects** (i.e. philanthropic prospects, school districts, schools, and other organizations) and preparing briefings on them for senior directors; **exploring our existing data in SalesForce** (e.g. pulling reports of contacts, helping qualify existing prospects); and **researching case-making statistics/arguments** for global competence (to better support our messaging and marketing);
2. **Help maintain the CGE website** **and communications efforts,** especially toward attracting and engaging a funder audience; and
3. **Complete tasks related to events management across CGE**, including **supporting the logistics of the ISSN Summer Institute,** an annual private conference of teachers and school leaders in our network; and other duties as needed related to CGE events.

By the end of their tenure, this person will have played a critical role in ensuring the Center for Global Education’s digital presence is improved, will have supported the development of our funding pipelines, and will have learned about critical global education initiatives at Asia Society and around the world.  **The ideal start date for this person is May 15, 2017.**

**SPECIAL SKILLS REQUIRED:** Please list those necessary to be successful in this job (If certain skills are preferred, but not essential, please indicate this clearly.)

**A successful intern will:**

* Have an interest in global education (<http://asiasociety.org/education/our-mission-and-approach>)
* Be proficient in MS Word, Excel, and PowerPoint (Outlook preferred)
* Be detail-oriented, thorough, and efficient
* Balance taking initiative and taking direction
* Be a team player with a pleasant attitude and professional demeanor

**Preferred skills and attributes:**

* Have an interest or experience in fundraising functions for a non-profit
* Web editing experience, experience with Drupal or other content management systems
* Strong organizational and writing skills
* Experience with SalesForce CRM software

 **The Endowment for Educational Opportunity**

**Summer 2017 Application Form**

**Materials required: Please submit as one PDF or Word document:**

* Completed Application Form
* Typed Essay
* Resume

*Please type or print neatly*

Last Name:       First Name:

Current Mailing Address:

City/State/Zip Code:

Phone Number:       E-mail:

Permanent Address *(if different):*

Permanent Phone *(if different):*

Languages at your command:

Majors *(if undecided, list possible majors)*:

Selected candidates must provide proof of their eligibility to work in the United States. Please select the appropriate box: [ ]  I am a U.S. Citizen [ ]  I have proof of eligibility to work in the United States

Which internship are you applying for? *(you may check more than one)*

[ ]  External Affairs-Global Initiatives [ ]  Communications [ ]  Arts & Cultural Programs

[ ]  Center for Global Education [ ]  External Affairs – Global Talent Initiatives

**References**

Please list three references below. These references must be from a member of the faculty or community leader that knows you well, please do not include family members.

Name:

Address:

City/State/Zip Code:

Occupation:

Telephone *(with area code)*:       E-mail:

Relationship to you:

Name:

Address:

City/State/Zip Code:

Occupation:

Telephone *(with area code)*:       E-mail:

Relationship to you:

Name:

Address:

City/State/Zip Code:

Occupation:

Telephone *(with area code)*:       E-mail:

Relationship to you:

**Essay**

*Your essay should be typed and no more than 500 words in length (single spaced, please). Please compose your essay on a separate sheet and attach it to your application.*

What interests you most about the work of Asia Society? What do you seek to gain from this internship that will enhance your studies?

**Application Submission Procedure**

**1.** **Please consolidate the following documents in one PDF or Word document, in this order:**

* This completed Application Form
* Essay
* Resume

**2. The file should be named as follows: (Your Name) - (Code)**

\*Code refers to the internship position you are applying for. If applying for more than one, the file name should be as follows: (Your Name) – (Code1) and (Code 2)

**3. Send the completed application by e-mail to the appropriate department to which you are applying:**

**External Affairs: Morgan Leuprecht –** **Mleuprecht@asiasociety.org**

**External Affairs Global Talent Initiatives: Mirae Baik –** **Mbaik@asiasociety.org**

**Communications: Salvador Pantoja –** **Spantoja@asiasociety.org**

**Arts and Culture Cultural Programs: Nick Pozek –** **Npozek@asiasociety.org**

**Center for Global Education: Apoorvaa Joshi –** **Ajoshi@asiasociety.org**

Subject line should read the same as the file name of the application, i.e. (Applicant Name) - (Code)

If applying to more than one position, e-mail the application to all the departments you are applying for.

4. ***No follow-up phone calls or emails, please.*** You will be contacted by the supervisor of the internship you are applying for if your application will move forward to the interview process.

 **ALL APPLICATIONS ARE DUE BY FRIDAY APRIL 21, 2017**