

## Asia Society Intern Opportunity

Arts & Culture Special Initiatives Internship

**Location:** Asia Society Museum 725 Park Avenue

**Position:** Asia Society Museum Intern

**Period of Internship:** Fall 2017 (September–December 2017)

### Announcement:

The Arts & Culture Department is seeking a graduate student or recent graduate intern for the Fall with demonstrated interest in Asia and/or the arts.

In general, Arts & Culture internships are unpaid positions. Please note that we do not provide visa support. Candidates are required to commit to a minimum of 8 weeks, and for at least two days per week, or the equivalent of 14 hours per week. Evening availability once or twice a month for events may be requested.

Before you apply for an internship, it is essential that you become acquainted with the exhibitions presented at Asia Society. Please take a thorough look at our website, our mission statement, and visit the Museum in person, if possible.

### About Asia Society:

Asia Society is the leading educational organization dedicated to promoting mutual understanding and strengthening partnerships among peoples, leaders, and institutions of Asia and the United States in a global context. Across the fields of arts, business, culture, education, and policy, Asia Society provides insight, generates ideas, and promotes collaboration to address present challenges and create a shared future.

### About Asia Society Museum:

The Asia Society Museum Collection comprises both traditional and contemporary Asian and Asian American art. The masterpiece-quality Mr. and Mrs. John D. Rockefeller 3rd Collection of traditional Asian art, bequeathed to Asia Society in 1979 after the death of Mr. Rockefeller, includes approximately 250 Asian artworks and artifacts from diverse nations—such as Pakistan, India, Bangladesh, Nepal, Myanmar, Thailand, Cambodia, Vietnam, Indonesia, China, Korea, and Japan—that date from the eleventh century BCE to the nineteenth century CE. It has particular strengths in Chinese ceramics of the Song and Ming periods, Chola-period Indian bronzes, and Southeast Asian sculptures. The traditional collection also

Asia  
Society



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[AsiaSociety.org/Arts](http://AsiaSociety.org/Arts)

includes a number of objects bequeathed from the estate of Blanchette Hooker Rockefeller, acquisitions, and works from other collectors. The growing contemporary collection, initiated in 2007, features nearly 100 significant works of video, animation, photography, and new media art by artists from Asia and the Americas.

### **Responsibilities:**

Internship responsibilities vary according to current departmental needs and may include some of the following:

#### **Research**

- Assist the arts & culture and external affairs staff with preparations for upcoming program(s)
- Conduct research and assist drafting materials related to fundraising and planning for upcoming exhibition(s), museum events, and special projects
- Prepare reports and presentations for internal and external use.

#### **Program support**

- Assist museum and external affairs staff to implement targeted and mass mailings
- Assist with event planning and execution

General office duties as assigned

### **Requirements:**

Previous internship or work experience preferred; familiarity with art history, museum studies and/or Asia through academic study and/or work experience; strong research, writing, and editing skills; excellent attention to detail; reliable and able to work under tight deadlines; proficiency with Microsoft Office, with knowledge of database programs a plus (Filemaker Pro, TMS, KE eMu, etc.); and flexibility with handling diverse tasks, including general office work.

### **How to Apply:**

When applying for an internship with the Arts & Culture Department, please provide your desired starting date, ending date, and whether you will receive academic credits for your time at Asia Society. If there are specific requirements or additional documentation required by your educational institution, please provide the details of these requirements with your application.

Please email a cover letter and resume to:

[artscultureinterns@asiasociety.org](mailto:artscultureinterns@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 you receive an error message.