

Asia Society Intern Opportunity

Museum Internship

Location: Asia Society Museum 725 Park Avenue

Position: Asia Society Museum Intern

Period of Internship: Summer 2017 (May-August 2017)

Announcement:

The Arts & Culture Department is seeking a graduate student or recent graduate intern for the Summer 2017 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

Asia
Society



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bronzes, and Southeast Asian sculptures. The traditional collection also 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 museum staff with preparations for upcoming exhibition(s)
- Conduct research and assist drafting materials related to upcoming exhibition(s), museum events, and special projects
- Prepare artist biographies and object files for works included in temporary exhibitions and the permanent collection

Publications support

- Help obtain images for exhibition catalogues
- Fulfillment of rights & reproduction requests for our permanent collection
- Creating electronic folders for organization of publication-quality images in Box

Collections & data management support

- Data management for our temporary exhibition databases
- Administrative support and general correspondence with lenders, constituents, etc.
- Scanning and naming primary acquisition and object information documents for contemporary art collection

Digital & media content support

- Drafting articles or blog posts
- Archiving and/or reformatting media assets
- Adapting content for print and other media into web content

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.

Additional Desirable Education and Prior Experience:

- Proficiency in a Southeastern Asian language, or familiarity with the arts of Southeast Asia an asset.
- Knowledge of histories of Buddhism, Hinduism, Confucianism, and/or Taoism is desirable

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

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.