

Asia Society Intern Opportunity

Location: Asia Society Museum 725 Park Avenue

Position: Asia Society Museum Intern

Purpose: The Asia Society Museum has had a long history of providing internship opportunities for students throughout the year. The Museum is able to host a limited number of internships and preference is given to junior and senior undergraduates, and graduate students.

In general, museum 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.

Responsibilities:

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

- Research
 - o Assist the museum staff with preparations for upcoming exhibition(s)
 - o Conduct research and edit materials related to upcoming exhibition(s), museum events, and special projects
- Publications support
 - o Help obtain images for exhibition catalogues
 - o Fulfillment of rights & reproduction requests for our permanent collection
 - o Creating electronic folders for organization of publication-quality images in Box
- Collections & data management support
 - o Data management for our temporary exhibition databases
 - o Administrative support and general correspondence with lenders, constituents, etc.
 - o Scanning and naming primary acquisition and object information documents for contemporary art collection
- 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

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www.asiasociety.org

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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 Museum, 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 your 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.

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