

# Asia Society Intern Opportunity

**Location:** New York  
**Department:** Cultural Programs  
**Period of Internship:** Starting immediately

## Announcement:

This is an opportunity to experience and learn about all aspects of cultural arts programming from conception through research and development to implementation. The intern supports the Asia Society New York's Cultural Programs team to present a wide array of public programs throughout Fall 2015 and "preferably" continuing through the Spring 2016 season. This small dynamic team produces arts-related public programs, including exhibition-related lectures, panel discussions, author events, film screenings, and performances.

Under the supervision of cultural programs staff, the cultural programs intern will learn about the following: researching program ideas and developing project proposals; marketing and outreach; house management during programs; program reporting, including funding reports and audience surveys; and the creation of online materials in conjunction with programs.

## Education and prior experience most suited for this internship:

This internship is open to college students, graduate students and recent graduates.

Knowledge and interest in arts & culture and Asia. Strong written and oral communication skills. Strong computer skills. Microsoft Office. Knowledge of graphics and video software helpful. Needs to have a flexible schedule to be available for evening and weekend programs. Commitment of at least 2 days per week.

## How to apply:

Please email your cover letter and resume to [akirkup@asiasociety.org](mailto:akirkup@asiasociety.org) and 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 your email is bounced back.

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