

# Asia Society Intern Opportunity

**Location:** Asia Society NY

**Department:** Events

**Period of Internship:** Spring/Summer 2018

## Announcement: Asia Society Events Department Intern

Asia Society's Events Department is seeking a customer service focused individual interested in event planning and coordination. As an Events Intern you will be exposed to all facets of Asia Society's Event operation, including internal and external event communications and logistics, venue preparation and event setup, billing and invoicing, marketing and outreach. This internship allows an individual the opportunity to be both creative and analytical, while assisting with projects that are essential to the success of the Department.

Candidates are asked to commit to a minimum of 12 weeks.

Schedule is flexible.

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

Customer service focus; computer skills including Excel and Word; skilled with social media platforms; strong research, writing and communications skills; strong organizational skills; ability to multi task in a fast paced, entrepreneurial environment; ability to assist in the setup and preparation of the events at Asia Society.

Internship is nonpaid, but academic credit can be offered.

**How to Apply: Please mail or email your letter and resume indicating intern title to:**

**Name:** Anne Godshall

**Asia Society**

**725 Park Avenue**

**New York, NY 10021-5088**

Email: [AGodshall@asiasociety.org](mailto:AGodshall@asiasociety.org)

Asia  
Society



Founded in 1956 by  
John D. Rockefeller 3rd

HONG KONG  
HOUSTON  
LOS ANGELES  
MANILA  
MUMBAI  
NEW YORK  
SAN FRANCISCO  
SEOUL  
SHANGHAI  
SYDNEY  
WASHINGTON, D.C.  
ZURICH

GLOBAL HEADQUARTERS  
725 Park Avenue  
New York, NY 10021-5088  
Phone 212.288.6400  
Fax 212.517.8315  
[AsiaSociety.org](http://AsiaSociety.org)

No phone calls, please. Only those candidates considered for an interview will be contacted. If you submit your resume by email, please regard it as having been received unless your email has bounced-back.

Asia  
Society



Founded in 1956 by  
John D. Rockefeller 3rd

HONG KONG  
HOUSTON  
LOS ANGELES  
MANILA  
MUMBAI  
NEW YORK  
SAN FRANCISCO  
SEOUL  
SHANGHAI  
SYDNEY  
WASHINGTON, D.C.  
ZURICH

**GLOBAL HEADQUARTERS**  
725 Park Avenue  
New York, NY 10021-5088  
Phone 212.288.6400  
Fax 212.517.8315  
[AsiaSociety.org](http://AsiaSociety.org)