



**The Endowment for Educational Opportunity  
Summer 2018 Internships**

**About Asia Society**

Asia Society is the leading global organization working to strengthen relationships and promote understanding among the people, leaders, and institutions of Asia and the United States. We seek to enhance dialogue, encourage creative expression, and generate new ideas across the fields of policy, business, education, arts, and culture. Asia Society presents a wide range of public programs, including major art exhibitions, performances, films, lectures and international conferences, as well as initiatives to improve elementary and secondary education about Asia.

Founded in 1956, Asia Society is a nonpartisan, nonprofit educational institution with offices in Hong Kong, Houston, Los Angeles, Manila, Mumbai, New York, San Francisco, Seoul, Shanghai, Sydney, Washington, DC, and Zurich.

**Purpose of the Endowment**

Asia Society's Endowment for Educational Opportunity provides paid internships for promising undergraduates who might not otherwise be able to devote a summer to work at a non-profit organization. The goal of the Endowment is to give selected students greater knowledge of world affairs as well as practical experience in non-profit and Asia-related careers. The summer internship running over the course of 8 weeks will provide hands-on experience and insight on choices for fields of study and future vocation.

**Internship Opportunities:**

Department: **Communications**  
Contact Person: **Clara Lambert**

**DESCRIPTION: What is the task to be accomplished? What is the outcome? Also, please indicate your ideal start date.**

The Communications Department at Asia Society is seeking a Graphic Design and Production Intern to work from June 25th through August 31st. He/she will assist the Graphic Designer with production and design related tasks; handle design projects that include building and museum signage, invitations, brochures, web banners, postcards, business cards, and updating of current branding material; and provide additional support to the Communications Department (PR, marketing, online).

By the end of the internship, he or she will have hands-on experience working in a global non-profit organization, and gained interpersonal skills by working with the Communications team and other departments. By working on live design projects, he or she will have completed designs to add to their portfolio.

**Ideal Start Date: Monday, June 25th**

**SPECIAL SKILLS REQUIRED: Please list those necessary to be successful in this internship (If certain skills are preferred, but not essential, please indicate this clearly.)**

Knowledgeable in the programs Adobe InDesign, Photoshop and Illustrator. Familiar with Microsoft Word and PowerPoint. Excellent attention to detail and ability to project manage is key. A creative, enthusiastic, individual with strong organizational skills. An interest in Asia and marketing a plus.

**Department: Global Initiatives**

**Contact Person: Morgan Leuprecht/Hee Chung Kim**

**DESCRIPTION: What is the task to be accomplished? What is the outcome? Also, please indicate your ideal start date.**

Task: The intern will receive training and hands on experience with various facets of the Global Initiatives Team work focusing on the Asia 21 Young Leaders Initiative. During the summer months, the intern will work with the team on the upcoming planning of the 2018 conference in Manila, Philippines as well as on the selection of the class of 2018. This work will focus on the use of our electronic database software for review, selection and registration of the class of 2018. Additionally, the student will be responsible for assisting with the day-to-day management and maintenance of the initiative which includes tracking news updates and posting social media content, performing database management, editing and writing documents, etc.

Outcome: The intern will gain experience working in an international non-profit organization and helping to plan and manage a global initiative (Asia 21) as well as execute public programming related to policy and business issues.

**Ideal Start date: May 19, 2018**

**SPECIAL SKILLS REQUIRED: Please list those necessary to be successful in this internship (If certain skills are preferred, but not essential, please indicate this clearly.)**

Interest in and understanding of international affairs, especially in an Asian context, strong computer skills, including experience with Microsoft Office suite, cloud computing, web content management, and social media; strong writing skills and attention to detail; ability to maintain composure and exercise good judgment in public; good organization skills and ability to work independently; and native or proficient English speaking and writing; professional attitude and friendly demeanor.

**Department: Center on U.S.-China Relations, ChinaFile**

**Contact Person: Jessica Batke**

**DESCRIPTION: What is the task to be accomplished? What is the outcome? Also, please indicate your ideal start date.**

ChinaFile ([chinafile.com](http://chinafile.com)), an online magazine on contemporary China published by the Center on U.S.-China Relations, is currently accepting applications for the Summer 2018 Internship position. ChinaFile aims to facilitate a broad and nuanced public conversation about China and its place in the world. Our staff is a small, dedicated group of professional journalists, editors, and videographers with experience working both in China and the United States.

This intern will work on a range of ChinaFile projects, from help in the preparation of content for daily publication on the main ChinaFile site, to maintaining databases for ChinaFile's data visualizations, to conducting research for The China NGO Project website. Tasks will include: conducting online research in English and Chinese, database maintenance, preparing pieces for publication, social media outreach, helping with the maintenance of collections, shooting and editing video interviews, as well as supporting day-to-day website operations.

**SPECIAL SKILLS REQUIRED: Please list those necessary to be successful in this internship (If certain skills are preferred, but not essential, please indicate this clearly.)**

Required: Ability to conduct research in both written English and Chinese, strong writing and online research experience, familiarity with social media, interest in developing online media expertise, interest in data collection, and attention to detail.

Preferred: Experience working with Excel, basic html, javascript, video editing, Drupal or other CMS. The ChinaFile intern will be expected to stay up-to-date on China-related news and to have an interest in media and journalism, although a journalism background is not required.

**Ideal start date: May or June 2018, with the intern staying a minimum of 8 weeks.**

**Department: Museum**  
**Contact Person: Nancy Blume**

**DESCRIPTION: What is the task to be accomplished? What is the outcome? Also, please indicate your ideal start date.**

The Museum produces an informational guide for teachers for major loan exhibitions, and we will create such a guide for the fall 2018 exhibition: The Progressive Revolution: Modern Art for a New India. The project covers the period in India immediately following independence, a period of political and social upheaval that energized and inspired artists. The intern will work directly with the Head of Museum Education to research, write, and produce the Progressives Teacher Guide.

The work includes, but may not be limited to: 1) researching the artists included in the exhibition; researching the historical background of the period (using both the web and printed sources); 3) writing informational articles for the guide; 4) inputting and formatting the teacher guide on the computer. There will be an opportunity to make decisions about the content, in conjunction with the Head of Museum Education.

Additionally, and while developing the Teacher Guide, the intern may also help to create an activity guide for children and families to use in the exhibition.

The Teacher Guide, in particular, provides a strong learning experience with a focus on researching a particular point in history, and its impact on the arts of the time. The Family Guide provides an engaging way to think about the material that will entertain and educate a particular audience.

**Ideal Start Date: June 4, 2018**

**SPECIAL SKILLS REQUIRED: Please list those necessary to be successful in this internship (If certain skills are preferred, but not essential, please indicate this clearly.)**

The qualified intern must understand and have experience doing responsible research; be able to write clearly; and be familiar with and competent in various computer programs and internet sources. The qualified intern will also understand working as part of a dedicated team, as well as be able to work independently.

The direct supervisor will be Nancy Blume, Head of Museum Education. The intern will also work with Leise Hook, Manager of Museum Publications in terms of editorial content and design of the materials.

Both projects must be developed and finalized in August for the exhibition opening in early September, and are crucial to the Museum Education process.

**Department: Center for Global Education**  
**Contact Person: Linda Driscoll**

**DESCRIPTION: What is the task to be accomplished? What is the outcome? Also, please indicate your ideal start date.**

The Center for Global Education at Asia Society seeks an intern to help support research, events and communication across the Center. The person in this position will have a few tasks in summer 2018 to support the ongoing operations of the Center for Global Education, with time roughly split between them

1. Research and Writing:

- Support with research on target markets for sale and partnership of Asia Society's Teaching for Global Competence program. Prepare country/market briefs.
- Research to support the publication of version 2 of the book [Educating for Global Competence](#). Research will focus on the strategies and practices schools can implement to support global competence education across all facets of the school program and what policy changes would support global competence education systematically.

2. Event Support and Coordination:
  - Assist with coordination and then close out of the International Students Schools Network (ISSN) Leaders Seminar and the Summer Institute.
3. Help maintain the CGE website and communications efforts, especially toward attracting and engaging a funder audience

By the end of their tenure, this person will have played a critical role contributing to the thought leadership of the Center, will have supported the development of our marketing and funding pipelines, and will have learned about critical global education initiatives at Asia Society and around the world.

**The ideal start date is June 4, 2018.**

**SPECIAL SKILLS REQUIRED: Please list those necessary to be successful in this internship (If certain skills are preferred, but not essential, please indicate this clearly.)**

**A successful intern will:**

- Have an interest in [global education](#)
- Be proficient in MS Word, Excel, and PowerPoint (Outlook preferred)
- Strong research and writing skills
- Be detail-oriented, thorough, and efficient
- Balance taking initiative and taking direction
- Be a team player with a pleasant attitude and professional demeanor

Please scroll down for application form.....

**The Endowment for Educational Opportunity  
APPLICATION FORM**

**Summer 2018 Application Form Materials required: Please submit as one PDF or Word document:**

- ✓ Completed Application Form
- ✓ Typed Essay
- ✓ Resume

*Please type or print neatly*

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Permanent Address *(if different)*: \_\_\_\_\_

Permanent Phone *(if different)*: \_\_\_\_\_

Languages at your command: \_\_\_\_\_

Majors *(if undecided, list possible majors)*: \_\_\_\_\_

Selected candidates must provide proof of their eligibility to work in the United States. Please select the appropriate box:  I am a U.S. Citizen       I have proof of eligibility to work in the United States

Which internship are you applying for? *(you may check more than one)*

- Communications    Global Initiatives    Center on US-China Relations-ChinaFile  
 Museum    Center for Global Education

**References**

Please list three references below. These references must be from a member of the faculty or community leader that knows you well, please do not include family members.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Occupation: \_\_\_\_\_

Telephone *(with area code)*: \_\_\_\_\_ E-mail: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Occupation: \_\_\_\_\_

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Telephone (*with area code*): \_\_\_\_\_ E-mail: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Occupation: \_\_\_\_\_

Telephone (*with area code*): \_\_\_\_\_ E-mail: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

**Essay**

*Your essay should be typed and no more than 500 words in length (single spaced, please). Please compose your essay on a separate sheet and attach it to your application.*

What interests you most about the work of Asia Society? What do you seek to gain from this internship that will enhance your studies?

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**Application Submission Procedure**

**1. Please consolidate the following documents in one PDF or Word document, in this order:**

- This completed Application Form
- Essay
- Resume

**2. The file should be named as follows: (Your Name) - (EE-Department you are applying for)**

**3. Send the completed application by e-mail to the appropriate department to which you are applying:**

Communications: [CLambert@asiasociety.org](mailto:CLambert@asiasociety.org)

Global Initiatives: [MLeuprecht@asiasociety.org](mailto:MLeuprecht@asiasociety.org) and [HKim@asiasociety.org](mailto:HKim@asiasociety.org)

Center on US-China Relations-ChinaFile: [JBatke@asiasociety.org](mailto:JBatke@asiasociety.org)

Museum: [MKocot@asiasociety.org](mailto:MKocot@asiasociety.org) and [NBlume@asiasociety.org](mailto:NBlume@asiasociety.org)

Center for Global Education: [LDriscoll@asiasociety.org](mailto:LDriscoll@asiasociety.org)

Subject line should read the same as the file name of the application, i.e. (Applicant Name) - (EE-Dept)  
If applying to more than one position, e-mail the application to all the departments you are applying for.

**4. *No follow-up phone calls or emails, please.*** You will be contacted by the supervisor of the internship you are applying for if your application will move forward to the interview process.