

Programs Intern



Job Title: Programs Intern
Reports to: Business and Policy Programs Manager
Classification: Full time/Non-Exempt
Work Schedule: June 4 – July 27, 2018
Minimum 35 hours per week; some evenings and weekends

Texas Center

Organization Mission:

With 12 locations throughout the world, Asia Society is the leading educational organization promoting mutual understanding and strengthening partnerships among the peoples, leaders, and institutions of Asia and the West. Asia Society Texas Center executes the global mission with a local focus, enriching and engaging the vast diversity of Houston through innovative, relevant programs in arts and culture, business and policy, education, and community outreach.

Dates of Internship and Training:

The internship will begin Monday, June 4 and conclude Friday, July 27 for a total of eight weeks. The first week will include orientation to the workplace environment, office policies, communication protocol, and internship expectations. The intern supervisor will meet with the intern weekly to review goals and progress. The intern will also complete pre-determined professional development events, for which s/he will not be on-site at the Asia Society.

Summary of Duties:

Business and Policy Programs

In the business and policy field, the intern will assist programs staff through 1) researching topical events in Asia for future public programs, 2) gathering relevant information on prospective high-profile content experts, and 3) providing staff support for the Young Leaders Institute (YLI). Duties for the YLI, which is a high school student week-long policy workshop with three sessions, may include 1) communicating with attendees about logistical matters, 2) encouraging dialogue on current affairs through group discussion sessions, and 3) logistical assistance during the sessions themselves. The intern may also attend luncheons, roundtable briefings, and evening events as needed to support business and policy staff. If events take place outside of regular hours, this time will be considered part of the 35-40 weekly hours.

Education and Outreach, Performing Arts and Culture Programs

The intern's role in this area will revolve around five weeks of summer camps. S/he will work closely with Asia Society Texas Center staff and volunteers to assure transfer of knowledge to the campers by engaging with young visitors on a daily basis. S/he will 1) prepare project materials, 2) assist with art projects, performing arts demonstrations, and cultural workshops, and 3) co-lead discussions with campers. As needed, s/he will also assist with preparation for fall 2018 events by 1) helping with tour reservation scheduling, 2) conducting research for family programs, and 3) preparing background materials for school tours.

Exhibitions and Visual Arts, Development and Fundraising

S/he will support Asia Society's visual arts work, through 1) assisting with exhibition de-installation, 2) organizing hard-copy and digital exhibition archives, 3) creating and overseeing a storage area for records, and 4) creating a supply inventory for materials used in exhibition installation and maintenance. Depending on timing and other duties completed, s/he may 1) support arrangements for an August 2018 visit by Buddhist monks from the Drepung Loseling Monastery and 2) assist with docent training materials for future exhibitions. These tasks will be determined collaboratively by a current senior member of the staff and a new hire, who will begin in early 2018. As needed, the intern will work with senior and junior development team staff on clerical duties to support of long-term work in fundraising.

Project Outcomes:

This will be a well-rounded and comprehensive internship with community engagement, programmatic, research, and clerical duties. The intern will work with Asia Society staff in Business and Policy programs, Education and Outreach programs, Performing Arts and Culture programs, Exhibitions and Visual Arts, and Development/Fundraising. There will be effective supervision through strong staff involvement and the intern will benefit from a team truly devoted to the intern's long-term future. Current staff still maintains contact with former CSJP interns from 2015 and 2016, and this will continue with the successful 2018 applicant.

- Intern's professional development: The intern will have ample opportunities to match her/his career goals with time spent at the Asia Society, and determine for which areas s/he has the strongest passion and skill. S/he will also benefit from regular development opportunities organized specifically through the ExxonMobil Community Summer Jobs Program.
- Program research: The intern will support Asia Society Texas Center's robust yearly program offerings and identify issues which are both salient and of strong interest for the Houston audience. S/he will be an extension of the staff, which organizes 100+ public events a year, reaching thousands of Houstonians.
- Summer camps: The intern will work with ASTC staff and camp instructors to provide content-rich experiences to approximately 150 young Houstonians, ages 6-12. This will increase the campers' global competency through greater knowledge of Asian arts, cultures, and histories, in addition to supporting critical thinking skills. Historically, summer camp enrollment also has a high percentage from African-American, Asian, and Hispanic households, therefore the intern will support global awareness among Houston's diverse communities.
- Tours: The intern will be trained to provide tours of both the ASTC building and its exhibitions, and will be expected to provide tours as needed over the course of the internship.
- Young Leaders' Institute: The intern will assist with a week-long policy workshop for a total of 45-60 high-performing high school students, representing Houston's economic and ethnic diversity. S/he will support the ongoing success and future of the Institute, which has expanded every year since its inception in 2016.

Physical Demands:

While performing the duties of this job, the employee is regularly required to: sit, move around the office and/or education areas; operate computer, phone, printer, copier, and other office productivity machinery; ascend and descend the first and second floors of the building; communicate accurate information to patrons, including children, families, and adults; must be able to observe children of all ages and recognize emergency situations; frequently move up to 25 pounds of art supplies or other office supplies. Reasonable accommodations may be made for individuals with disabilities to perform the essential functions.

Required Qualifications:

To apply, an applicant must be a currently-enrolled undergraduate student who will return to college as a full-time (minimum of 12 credits per semester) sophomore, junior, or senior student in the fall of 2018. Interns who have participated in the ExxonMobil Community Summer Jobs Program in previous years may again seek an internship, provided they have not already completed an internship with Asia Society Texas Center. Family members of the board or staff from Asia Society Texas Center or ExxonMobil are not eligible.

Preferred Qualifications:

- Ability to communicate effectively with children and adults
- Experience or interest in hands-on art education, performance arts, studio art, and/or visual arts
- Experience, interest in, and ability to interact and engage with the public
- Familiarity and/or interest in economic affairs and current events in Asian countries
- Passion for supporting inclusive and accessible programs for all ages

Compensation:

The intern will be paid \$2,750 (two thousand seven hundred fifty), which represents the total award from the ExxonMobil Community Summer Jobs Program. The amount will be paid bi-monthly for a total of four payments during the two months of service.

About ExxonMobil Community Summer Jobs Program:

Since 1998, ExxonMobil has provided over \$2.6 million in grants to Houston area nonprofit agencies through the Community Summer Jobs Program. The program provides full-time college students with an eight-week paid summer internship to assist nonprofit organizations and gain experience at agencies with diverse mission areas.

Please send resume and cover letter to:

hrdept@asiasociety.org

Subject line: Asia Society Texas Center Summer Programs Intern

No phone calls, please.