



## **The Endowment for Educational Opportunity Summer 2019 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: GLOBAL INITIATIVES**

**Contact Person:** Tenzin Topden

**Extension:** x1522

#### **JOB DESCRIPTION:**

Interns will gain hands-on experience in managing and executing Asia-related programs, which are typically held once or twice a month. They will also learn about the Asia 21 Young Leaders Initiative and help the team maintain and update the directory. Related to the Asia 21 summit scheduled to be held in November, interns will learn the nitty-gritty processes involved in planning a large conference. This will include providing logistical and administrative support for conference participants and Asia Society staff, and preparing program handouts and other materials to be used during the conference. Interns will also have the opportunity to create blurbs for writings authored by members of the Asia 21 network. On a regular basis, they will assist with preparing and editing letters for the department's global council members as well as for overall program development.

Ideal start date is end of May/early June.

#### **SPECIAL SKILLS REQUIRED:**

**Necessary:** Strong computer skills, including experience with Microsoft Office suite, in particular MS Word, Excel and PowerPoint; strong writing skills and attention to detail; native or proficient English speaking and writing required; good organization skills and ability to work independently; ability to perform under pressure/time constraints; and ability to work on multiple tasks simultaneously

**Preferred but not required:** Knowledge of an Asian language; experience living in Asia

**Department: MUSEUM**

**Contact Person:** Kelly Ma and Maia Murphy

**Extension:** x1282 and x1270

**JOB DESCRIPTION:**

Aside from assisting general office duties as assigned, which would provide the intern an overview of museum operations to help prepare them for a future career in museums, the intern will receive training and hands-on experience according to current departmental needs that may include the following:

Research

- Assist museum curators with research and preparations for upcoming exhibitions (e.g. The Art of Impermanence: Japanese Works from the John C. Weber Collection and Mr. and Mrs. John D. Rockefeller 3rd Collection and contemporary Iranian art), museum events, and special projects (e.g. Arts & Museum Summit)

Publications support

- Help obtain images for upcoming exhibition catalogues
- Assist with upcoming exhibition catalogue editorial (e.g. The Art of Impermanence and contemporary Iranian art) and special projects (e.g. Arts & Museum Summit printed matter for distribution)
- Organize publication-quality images in electronic database

Collections and data management support

- Data management for temporary exhibition databases

Digital & media content support

- Archive and reformat media materials
- Adapt content from print and other media for web use

Museum events and programs support

- Provide logistical assistance during museum events and programs such as exhibition openings and panel discussions

At the end of the internship, we hope the intern will not only have a more complete understanding of museum operations, but a better grasp of what the focus of their future studies should be in order for them to succeed with a career in museums. It will provide the intern an opportunity to work with curators of traditional, modern and contemporary art closely on curatorial and editorial projects. We will of course maintain contact with the intern after the internship concludes to provide any academic or professional references as required by the intern.

Our ideal start date for the intern is June 3, 2019.

**SPECIAL SKILLS REQUIRED:**

- Previous internship experience in similar organizations 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 meet deadlines
- Proficiency with Microsoft Office and Adobe Creative Suite, with knowledge of database programs a plus (Filemaker Pro, TMS, KE eMu, etc.)
- Flexibility with handling diverse tasks
- Proficiency in an Asian language a plus

**Department: EXTERNAL AFFAIRS - Development**

**Contact Person: Marie Keen**

**Extension: x1304**

**JOB DESCRIPTION:**

The intern will learn the makeup and functions of a global External Affairs department by assisting with events, membership, stewardship, solicitation, and acknowledgement letters. The intern will learn how to create an event from start to finish.

Ideal Start Date: Mid-May

**SPECIAL SKILLS REQUIRED:**

College student or recent graduate with demonstrated interest in Asia; strong writing, computer and social media skills; attention to detail; ability to perform under pressure/time constraints; ability to maintain composure and exercise good judgment in public; good organization skills and ability to complete tasks independently; ability to conduct professional communications via email and over the phone.

**Department: EXTERNAL AFFAIRS - Institutional Relations**

**Contact Person: Hana Tahirovic**

**Extension: x1332**

**JOB DESCRIPTION:**

The External Affairs Department is seeking an intern for spring/summer 2019 to conduct critical research to support partnerships with global Foundation donors and United States Government agencies. The internship requires a commitment of approximately 16 hours a week.

The intern supports the institutional relations fundraising team to mobilize financial resources for Asia Society programs by:

- Conducting comprehensive prospect research of current and prospective donors, including foundations, governments, and other institutional entities.
- Contribute to preparation of written materials including: prospect and donor profiles; grantmaking histories; biographical research; and summaries and briefing documents for Asia Society staff and leadership;
- Updating, entering, and organizing donor information on databases and other platforms.
- Conducting administrative fundraising tasks, including filing, event planning support and invitation prep, among other duties as needed

**SPECIAL SKILLS REQUIRED:**

- Current undergraduate student or recent graduate
- Interest in the mission and work of the Asia Society
- Interest in partnership development and fundraising
- Excellent analytical, research, and writing skills
- Excellent attention to detail
- Good time management skills, with the ability to work independently
- Proficiency with Word, Excel, Windows operating system, and internet research
- Native or professional proficiency in English

**Department: CENTER FOR GLOBAL EDUCATION**

**Contact Person:** Linda Driscoll

**Extension:** x1260

**JOB DESCRIPTION:**

The Center for Global Education at Asia Society (CGE) is seeking an intern to support our ongoing partnership development, event management, marketing and communications, and operations. The selected candidate will:

- Support the research and development of new partnerships for the CGE
- Support events management processes for the International Studies Schools Network (ISSN)
- Develop and grow communications, including social media strategies and marketing efforts
- Support administrative functions and processes, including budget management and financial support

The ideal start date for this person is May 20, 2019.

**SPECIAL SKILLS REQUIRED:**

- Have an interest in global education, particularly with our mission of global competence for all students
- Have interest in the operational and financial processes of a non-profit organization
- Be able to work independently, with a high level of attention to detail and creative problem-solving
- Be proficient in Microsoft and Google apps
- Preferably have experience working with Social Media, Salesforce, and SurveyMonkey

Please scroll down for Application Form

**The Endowment for Educational Opportunity**  
**APPLICATION FORM- Deadline APRIL 15, 2019**

**Summer 2019 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)*

Global Initiatives    Museum    External Affairs- Institutional Relations

Center for Global Education    External Affairs- Development

**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: \_\_\_\_\_

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

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Relationship to you:

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Name:

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Address:

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City/State/Zip Code:

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Occupation:

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Telephone (*with area code*):

E-mail:

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Relationship to you:

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### **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:**

Global Initiatives: [TTopden@asiasociety.org](mailto:TTopden@asiasociety.org)

Museum: [KMa@asiasociety.org](mailto:KMa@asiasociety.org) and [MMurphy@asiasociety.org](mailto:MMurphy@asiasociety.org)

External Affairs - Institutional Relations: [HTahirovic@asiasociety.org](mailto:HTahirovic@asiasociety.org)

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

External Affairs - Development: [MKeen@asiasociety.org](mailto:MKeen@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.