

Asia Society Triennial Gallery Attendant Opportunity

Location: Governors Island

Department: Asia Society Museum

Period: Spring and summer 2020 (mid-May through mid-August 2020)

Announcement:

Asia Society Museum is seeking graduate students or recent graduates for the spring and summer of 2020 with a demonstrated interest in Asia and the arts for the inaugural Asia Society Triennial.

This is a paid, temporary, part-time position with an hourly rate of \$15. The Candidates are asked to commit to twelve weeks reporting on site at Governors Island from May 18 through August 9 during the installation and Vernissage periods, and public opening days of the Asia Society Triennial with the following schedule:

Installation period from May 18–June 2

Monday–Fridays: 1:00 pm–4:00pm

Vernissage period from June 3–June 7

Wednesday–Friday: 12:30–5:30 pm

Saturday–Sunday: 10:30 am–6:30 pm

Exhibition Period from June 8–August 9

Wednesdays–Fridays: 12:30–5:30 pm*

Saturdays–Sundays: 10:30 am–6:30 pm

*On specific Fridays and Saturdays, Triennial sites on Governors Island will remain open until 9 pm.

Triennial Gallery Attendants will receive mandatory training and hands-on experience from May 18 through 29 according to Triennial needs. Training and Gallery Attendant responsibilities include the following:

Audience Engagement

- Assist Gallery visitors: provide gallery regulations and directions as needed, answer questions relating to the artworks

Asia
Society



Founded in 1956 by
John D. Rockefeller 3rd

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on view and the Triennial, share special event schedules and other collateral materials relating to the Triennial.

- Record gallery attendance numbers and report to Museum staff weekly.
- Collect written audience surveys and submit to Museum staff weekly.

Gallery Maintenance

- Assist Triennial staff with tasks as needed during installation period and training.
- Open and close galleries prior and after vernissage and public hours.
- Turn on and off gallery lights and artwork equipment.
- Perform daily condition check of artworks and site.
- Replenish collateral materials as needed.
- Perform light maintenance of exhibition components and premises as instructed.
- Prepare daily reports to Museum staff.

Digital & Media Content

- Draft weekly social media posts for Museum staff to review.
- Possibility to contribute to website weekly blog posts.

Museum events and programs

- Assist with logistics of Triennial events and programs, i.e. Vernissage artist talks, performances throughout the Triennial, and other events as needed.

Education /prior experience recommended for this internship:

- Previous internship and/or work-study experience in non-profit arts organizations preferred
- Enrollment in a graduate program, or post-graduate status
- Familiarity with art history, fine art, museum studies and/or Asia through academic study and/or work experience
- Strong writing, and editing skills
- Excellent attention to detail
- Punctual, reliable, and able to meet deadlines
- Flexibility with handling diverse tasks
- Proficiency in non-English languages a plus

How To Apply:

To apply for the 2020 Asia Society Triennial Gallery Attendant opportunity, kindly email the following materials in Word or PDF format with the subject line “2020 Asia Society Triennial Gallery Attendant” to Triennial@asiasociety.org

1. A cover letter indicating your interest in the position, the start and end dates, the hours and days of the week you are available
2. A resume
3. Writing sample optional

Due to the large volume of applications we receive, only complete applications will be considered. We are only able to contact those candidates selected for an interview. Please consider your application received unless your email bounces back. No phone calls, please.