**INTERNSHIP DESCRIPTION**

**Job Title:** Events Intern  
**Classification:** Paid Internship  
**Compensation:** $15-18/hour  
**Schedule:** Spring (January - May 2023); up to 20 hours per week; some evenings and weekends  
**Reports to:** Events Manager; Special Events Manager

**ORGANIZATIONAL SUMMARY:**

Asia Society Texas Center believes in the strength and beauty of diverse perspectives and people. As an educational institution, we advance cultural exchange by celebrating the vibrant diversity of Asia, inspiring empathy, and fostering a better understanding of our interconnected world. Spanning the fields of arts, business, culture, education, and policy, our programming is rooted in the educational and cultural development of our community — trusting in the power of art, dialogue, and ideas to combat bias and build a more inclusive society.

**POSITION OVERVIEW:**

As an Events intern, you will work closely with Asia Society Texas’ Facility Rentals team to assist with various facets of event planning and implementation with Asia Society Texas’ Facility Rentals team. With training and supervision, you will help respond to new leads, coordinate the execution of various event types, and assist with administrative tasks while gaining professional experience with a non-profit organization, further developing communication and presentation skills, and building skills in team collaboration and customer service.

**RESPONSIBILITIES:**

- Assist in coordinating among various Asia Society departments to ensure positive execution of events, including proper scheduling of vendor activities on-site  
- Assist in coordinating and communicating with operations and vendor staff  
- Work with Events Manager and Special Events Manager in responding to new leads for facility rentals  
- Assist with the logistics for events that include (but are not limited to) creating event floor plans, placing vendor orders, closing out events in software system  
- Assist in tracking operating revenue and expenses specific to facility rentals and special events  
- Assist in drafting Facility Rentals standard operating procedures (SOP)  
- Day-of event assistance to Events Manager and/or Special Events Manager

**QUALIFICATIONS:**

- Current Junior or Senior in an accredited college institution  
- Effective oral, written, and presentation communication skills  
- Ability to work professionally with colleagues and volunteers
• Ability to work in a fast-paced, dynamic environment managing multiple priorities involving multiple contacts
• Intermediate use in Microsoft Office, Outlook, Slack, and Social Tables
• Basic knowledge of TripleSeat is a plus
• Minimum availability of 20 hours/week Monday – Friday with additional weekday evening events and some weekend events to be determined
• Preference would be for intern to use their own laptop equipment; AST would provide equipment when necessary

PHYSICAL DEMANDS AND WORK ENVIRONMENT:
The physical demands and work environment characteristics described here are representative of those that must be met by an intern to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable disabled people to perform the essential functions.

While performing the duties of this position, the intern is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The intern must occasionally lift and/or move up to 50 pounds, is occasionally required to stand and walk, and is occasionally exposed to wet and/or humid conditions and outside weather conditions.

The noise level in the work environment is usually moderate.

RELOCATION:
Asia Society Texas Center does not provide compensation for interview travel or relocation expenses.

HOW TO APPLY:
Please submit application here: https://asiasocietytx.formstack.com/forms/internship_application

Incomplete applications will not be accepted. No phone calls, please. Only those candidates considered for an interview will be contacted. Finalist will be required to provide a current reference and complete a background check.

Please note that at this time, all interns with Asia Society Texas must be vaccinated for COVID-19. Vaccination status must be verified before an applicant is accepted for intern training and orientation.

We strongly encourage applications from BIPOC, LGBTQIA+ and nonbinary people, disabled people, members of religious minorities, and any other underrepresented groups. Asia Society Texas Center ensures that all staff and volunteers working with students are trained in safety protocols and follow conduct guidelines.