

# Asia Society Intern Opportunity

**Location:** New York

**Department:** Asia Society Museum

**Period of Internship:** Fall 2018 (September through December)

## Announcement:

Asia Society Museum is seeking an undergraduate student or recent exceptional high school graduate intern for fall (September–December) 2018 with a demonstrated interest in Asia and the arts.

Internships are usually a minimum of 8 weeks, for at least two days per week, or the equivalent of 14 hours per week. Evening availability once or twice a month for events may be requested.

Interns will receive museum training and hands-on experience which may include some of the following:

### Research

- Research and preparations for upcoming exhibition(s), museum events, and special projects

### Publications

- Obtaining appropriate images for exhibition catalogues
- Learn how to organize publication-quality images in electronic database

### Collections and data management

- Data management for temporary exhibition databases

### Digital & media content

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

### Museum events and programs

- Actively engage in museum events and programs, such as exhibition openings and panel discussions

Asia  
Society



Founded in 1956 by  
John D. Rockefeller 3rd

HONG KONG  
HOUSTON  
LOS ANGELES  
MANILA  
MUMBAI  
NEW YORK  
SAN FRANCISCO  
SEOUL  
SHANGHAI  
SYDNEY  
WASHINGTON, D.C.  
ZURICH

GLOBAL HEADQUARTERS  
725 Park Avenue  
New York, NY 10021-5088  
Phone 212.288.6400  
Fax 212.517.8315  
AsiaSociety.org

**Education /prior experience most suited for this internship:**

- 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, 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

This is an unpaid internship.

**How To Apply:**

To apply for the fall 2018 Asia Society Museum internship, kindly email the following materials in Word or PDF format with the subject line “Asia Society Museum Internship Fall 2018” to [MuseumInternship@asiasociety.org](mailto:MuseumInternship@asiasociety.org)

1. A cover letter indicating your interest in the internship, the starting and end dates, the hours and days of the week you are available
2. A resume

We will not consider incomplete applications. Due to the large volume of applications we receive, we are only able to contact those candidates selected for an interview. No phone calls, please. Please consider your application received unless your email bounces back.