

Asia Society Intern Opportunity

Location: Asia Society, 725 Park Avenue, New York, NY 10021

Department: Asia Society Museum

Period of Internship: Fall 2019 and spring 2020 (September 2019 through June 2020)

Announcement:

Asia Society Museum is seeking a graduate student or recent graduate intern for the school year 2019–2020 with a demonstrated interest in Asia and the arts.

Internships are unpaid positions. Candidates are asked to commit to a minimum of 8 weeks, and for at least two days per week, or the equivalent of 14 hours per week. For the fall 2019 and spring 2020 internship, full time availability is a plus. Evening and weekend availability once or twice a month for events may be requested.

Interns will receive training and hands-on experience according to current departmental needs that may include some of the following:

Research

- Research and preparations for upcoming exhibition(s), museum events, educational programs, and special projects including the New York Triennial of Asia, Asia Arts Game Changer Awards, and Arts & Museum Summit

Education

- Create teachers' packets for upcoming exhibitions as an educational resource for grade school teachers
- Learn aspects of museum education, such as preparing materials for docent training and facilitate school group visits alongside Director of Museum Education

Publications

- Obtain images for exhibition catalogues
- Will be shown how to organize publication-quality images in electronic database

Asia
Society



Founded in 1956 by
John D. Rockefeller 3rd

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Collections and data management

- Data management for temporary exhibition databases

Digital & media content

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

Museum events and programs

- Learn the logistics of museum events and programs, i.e. exhibition openings and panel discussions

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

How To Apply:

To apply for the fall 2019 and spring 2020 Asia Society Museum internship, kindly email the following materials in Word or PDF format with the subject line "Asia Society Museum Internship Fall 2019 and Spring 2020" to MuseumInternship@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

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.