The Endowment for Educational Opportunity
Summer 2020 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.

Please note:
In light of the Covid-19 pandemic, these internships may require telecommute availability.

Internship Opportunities

Department: Communications (Code: EEO – Comm)
Contact Person: Salvador Pantoja
**Description:**
Asia Society, a prestigious non-profit institution that is the leading force in forging closer ties between Asia and the West through arts, education, policy and business outreach, is looking for talented video intern to assist in the production of video content for its award-winning online team.

At the completion of the internship, the video intern will have assisted in the production (from concept to completion) of two to three published video projects. In addition, the intern will have gained experience working in a fast-paced multimedia team environment.

The Asia Society video intern will assist in the production of multimedia content for our institutional website (AsiaSociety.org), including the following areas:

- Editing and production of Asia Society video packages and podcast.
- Production of multimedia posts for Instagram and YouTube.
- Identifying images from our Getty Images subscription for use on our website.
- How to archive in the media library.
- The moderating of comments on social media channels.
- Researching technology and content ideas.

Ideal start date is June 8, 2020.

**Department: Museum (Code: EEO-M)**

**Contact Person:** Kelly Ma

**Description**
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.
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. Comparative Hell), museum events, and special projects (e.g. Asia Society Triennial, Arts & Museum Summit)

**Publications support**
- Help obtain images for upcoming exhibition catalogues
- Assist with upcoming exhibition catalogue editorial (e.g. contemporary Iranian art and Comparative Hell) and special projects
- 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

**Special Skills Required**
- 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
- Flexibility with handling diverse tasks
- Proficiency with Microsoft Office and Adobe Creative Suite, with knowledge of database programs a plus (Filemaker Pro, TMS, KE eMu, etc.)
- Proficiency in an Asian language a plus
- Previous internship experience in similar organizations (Preferred)
Ideal start date is June 1, 2020.

**Department:** External Affairs (Code: EEO – EA)  
**Contact Person:** Casey Sullivan

**Description:**  
The External Affairs Department is seeking an intern for summer 2020 (ideal start date is first of June) with an interest in fundraising, development, and Asia including at least one of Asia Society’s pillars of policy, arts, and culture. The intern will support the external affairs team, which is responsible for raising financial resources to support Asia Society’s general operations and programming. Responsibilities include:

- Conducting comprehensive prospect research of current and prospective donors, including foundation, government, and corporate entities and individual donors aligned with Asia Society mission and initiatives
- Contribute to preparation of written collaterals including donor reports and proposals; prospect and donor profiles; biographical research; and briefing documents for Asia Society staff and leadership
- Entering, updating, and organizing information in the Salesforce database, and electronic filing
- Assist with various aspects of event planning including, but not limited to list development, invitation distribution, acknowledgment, photo arrangement and distribution, and other related tasks

**Special Skills Required:**
- Interest in the mission and work of the Asia Society. Knowledge and understanding of political and cultural environment of Asia highly preferable
- Interest in partnership development and fundraising
- Excellent analytical, research, writing skills, and attention to detail
- Good time management skills, with the ability to work independently
- Proficiency with Word, Excel, Internet research
- Native or professional proficiency in English
- Database experience preferred
Ideal start date is June 1, 2020
**Department:** Networks and Engagement (Code: EEO –N&E)  
**Contact Person:** Frank Dolce

**JOB DESCRIPTION:**  
Work with the Director of Networks and Engagement to co-curate content for our new digital platform and moderate interactions between young people (who are from China / interested in China) that happens on the platform. This “moderating” will involve not only reviewing and adding text-based comments, but also helping the director host recurring virtual “conversations” centered around the bilingual content that we post.

A secondary responsibility will be to work with the director to continue to cultivate our networks, which include not only young people (from/interested in China), but also universities and content creating partners (SupChina, the NY Times, Chinese Storytellers).

**SPECIAL SKILLS REQUIRED:**
- Highly proficient in- and literate in- both Mandarin and English.
- Experience with- and passion for- intercultural interaction.
- Experience developing and maintaining human networks, especially through content creation.
- Experience with data management and analysis
- Proficient with all Microsoft Office 365 tools, including PowerPoint and other presentation software
- Proficient with WeChat, Zoom, LinkedIn, as well as other social platforms.
- Problem Solver
- Good writer
- Quick learner
- Able to take in large amounts of information and synthesize quickly
- Collaborative & collegial

**Ideal start date:** April/May
The Endowment for Educational Opportunity
Summer 2020 Application Form
Materials required: Please submit as one PDF or Word document:

✓ Completed Application Form
✓ Cover Letter
✓ 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)

☐ Communications ☐ Museum
☐ Networks & Engagement ☐ External Affairs

References
Please list two 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:

Relationship to you: ________________________________

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Cover Letter

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
   - Cover Letter
   - Resume

2. The file should be named as follows: (Your Name) - (Code)
   *Code refers to the internship position you are applying for. If applying for more than one, the file name should be as follows: (Your Name) – (Code1) and (Code 2)

3. Send the completed application by e-mail to the appropriate department to which you are applying:

   External Affairs: Casey Sullivan – CSullivan@asiasociety.org

   Communications: Salvador Pantoja – Spantoja@asiasociety.org

   Museum: Kelly Ma – MuseumInternship@asiasociety.org
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.

**ALL APPLICATIONS ARE DUE BY FRIDAY MAY 15th, 2020**