

Asia Society Internship Opportunity

Location: New York
Position: Box Office/Data Services Intern
Posted: 9/8/09

Description:

Asia Society is seeking a volunteer intern seeking to expand their curiosity and interest about Asian and Asian American programming, including but not limited to: dance performances, music performances, artist lectures, author lectures, business luncheons, panel discussions, and lectures with high-level political dignitaries. This position is also a great exposure to the complex facets of a non-profit museum work environment. This is an unpaid internship for a college student or recent graduate. There will be a heavy emphasis on data entry and phone sales.

Responsibilities:

Assisting the box office manager in live phone sales and maintaining accurate records in the Patron Edge and Raiser's Edge databases. Updating business affiliations in constituent records. Filing tickets. Other database and administrative duties as assigned.

Requirements:

College student or recent graduate preferred. Computer savvy is a must. Some experience with Excel and fundraising or ticketing databases preferred. An interest in increasing data entry skills.

Schedule:

Hours are flexible but should be in the range of 1:00 – 6:00 pm, Mon. – Fri., and depend on the programming season. 15 hrs per week Sept. –Dec. and/or March - June. A 3-6 month commitment is required. This is an unpaid internship, but complimentary tickets are available for any of our myriad public programs.

Asia
Society



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WORLD HEADQUARTERS:
725 Park Avenue
New York, NY 10021-5088
Phone 212.288.6400
Fax 212.517.8315
www.asiasociety.org

Asia Society Internship Opportunity

How to apply:

Please email your letter and resume to:

Sarah Barasch
Box Office Manager, Asia Society
sarahb@asiasoc.org

No phone calls, please. Only those candidates considered for an interview will be contacted. Please regard the submission of your letter and resume as having been received unless your email is bounced back.

The Asia Society is an equal-opportunity employer.

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