



## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Education Intern</b>
<b>Reports to:</b>	<b>Education &amp; Outreach Manager</b>
<b>Work Schedule:</b>	<b>6-15 hours per week; may be requested to work some evenings and weekends; see Date Requirements below</b>
<b>Time Period:</b>	<b>May 12, 2014 – July 25, 2014</b>
<b>Compensation:</b>	<b>Unpaid Intern Position</b>

### **Organizational Summary:**

With 11 locations across the globe, Asia Society is the leading educational organization dedicated to promoting mutual understanding and strengthening partnerships among the peoples, leaders, and institutions of Asia and the United States in a global context. Across the fields of arts, business, culture, education, and policy, the Society provides insight, generates ideas, and promotes collaboration to address present challenges and create a shared future. Asia Society Texas Center operates as a separate 501(c)(3) organization and is an affiliate of the Asia Society global network.

### **Position:**

An Asia Society Texas Center (ASTC) internship is a valuable experience for a student who has an interest in Asian arts, business, culture, and politics. Internships will be scheduled within a designated time frame with specific goals and objectives to provide the student with an immersion in a museum/cultural center environment dedicated to presenting Asian art and culture. The internship will be designed to support the intern's academic and professional goals, promote the mission of Asia Society Texas Center, and provide the intern with an understanding of the operation of a cultural non-profit organization. This will be achieved through assignment of specific, research-based and hands-on projects, such as research of specific works of art and artists included in current exhibitions on view at ASTC; development of public talks and tours centered around designated research topics; development of brochures and other small publications relevant to current exhibitions; research and data gathering of upcoming Asian art exhibitions; and assisting ASTC education staff with events throughout the summer.

All internships are performed under the direct supervision of designated ASTC professional staff, with day-to-day contact with the assigned supervisor(s).

### **Responsibilities:**

- Assist education team with school and adult tours of building and art exhibitions
- Conduct research, as needed, on upcoming ASTC art exhibitions
- Create PowerPoint presentations for visiting groups and outreach events

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- Develop craft activities for family events and staff family events on selected weekends
- Prepare briefing materials for community and school workshops
- Prepare factoids on current exhibitions and programs for dissemination on social media
- Work closely with education staff on ASTC Summer Camp, including both preparation of activities and supervising children during camp hours
- Other duties as assigned

### **Qualifications:**

- At least 18 years of age and completed at least one year of undergraduate studies
- At least 3.0 cumulative GPA in coursework
- Must have appropriate documentation to work in the U.S.
- Behave in a manner respectful of multiple cultures
- Knowledge of one or more Asian languages is a plus
- Interest in Asian affairs/culture preferred
- Interest in art education is a plus

### **Personal Characteristics:**

- Must be a team player and take a collaborative, customer-service oriented approach
- Maturity and calm under pressure
- Can handle multiple priorities in a time sensitive manner
- Strong communications skills, written and oral
- Exhibits resourcefulness and good judgment
- Takes pride and ownership in work
- Personal integrity and ethical standards
- Constantly looking to apply best practices

### **Date Requirements: Summer Education Intern must be in attendance for the following events:**

- Monday, June 9 through Friday, June 13 – Summer Camp Week 1
- Saturday, June 21 – Hindu Deities Family Writing Workshop
- Monday, July 7 through Friday, July 11 – Summer Camp Week 2
- Saturday, July 12 – Asia Society Texas Center Family Film Festival

### **Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty. The requirements listed with this job description are representative of the knowledge, skill and/or ability



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required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The ideal candidate will be a high-energy, hard-working team player confident in her/his ability to take initiative when needed. Clear, effective, and open communication is essential.

### **Language Skills:**

Ability to respond effectively to sensitive inquiries or complaints. Ability to write a business letter. Comfortable and competent in speaking to vendors, donors and patrons. Knowledge in one or more Asian languages is an asset.

### **Reasoning Ability:**

Ability to define problems, collect data, establish facts and draw valid conclusions.

### **Other Skills and Abilities:**

Position requires demonstrated applied skills in word processing and spreadsheet operations, including but not limited to Microsoft Office (Word, Excel and Power Point). Ability to hold a valid Driver's License and possess a car that can be used for work purposes.

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions.

The noise level in the work environment is usually moderate.

### **Compensation:**

Education Intern is an unpaid position.

### **Materials Required for Candidacy:**

1. Letter of Interest
2. Resume
3. Finalists will be required to provide three current references
4. Background check required

### **Relocation Expenses:**

No relocation costs or travel for interviews will be covered by Asia Society Texas Center (Skype-to-Skype interviews possible)

### **Please send resume and cover letter to:**

Debra Yeang  
Director of Human Resources  
Asia Society Texas Center  
1370 Southmore Blvd  
Houston, Texas 77004  
dyeang@asiasociety.org

No phone calls please.

### **For more information:**

[AsiaSociety.org/Texas](http://AsiaSociety.org/Texas)