



SUMMER PROGRAMS INTERNSHIP

ABOUT THE ASIA SOCIETY

With 14 locations throughout the world, Asia Society is the leading educational organization promoting mutual understanding and strengthening partnerships among the peoples, leaders, and institutions of Asia and the West. Asia Society Texas Center executes the global mission with a local focus, enriching and engaging the vast diversity of Houston through innovative, relevant programs in arts and culture, business and policy, education, and community outreach.

MADE POSSIBLE BY

ExxonMobil Community
Summer Jobs
Program

RESPONSIBILITIES

Help the Asia Society run our annual summer camps! Learn about the entire process from planning and preparation to the running of each camp. You'll also get an introduction to working at a nonprofit and what it takes to create cultural programming, including research, data management, and curatorial work.

You'll learn to:

- Design and create educational activities for summer camps, school tours, docent training, and other family programs
- Communicate with program participants, including campers and their parents or guardians, staff, program instructors, and volunteers.
- Research topical events and cultural trends for future programs
- Produce marketing materials, including web and print collateral and event photography
- Work as a team alongside multiple Asia Society departments.

REQUIREMENTS

- Currently-enrolled undergraduate student who will return to college as a full-time student (minimum of 12 credits per semester) in the fall of 2020
- Completed at least one year of undergraduate studies

TIMELINE

Internship will run from June 8 – August 1, minimum 35 hours per week with some evenings and weekends.

STIPEND

The intern will be paid \$2,750 paid bi-monthly for a total of four payments during the two months of service.

TO APPLY

Please send resume and cover letter to

Human Resources Department
Asia Society Texas Center
1370 Southmore Blvd
Houston, Texas 77004

Or email:

hrdept@asiasociety.org

Subject line:

2020 Asia Society Texas Center Summer Programs Intern

No phone calls, please.