



## INTERNSHIP DESCRIPTION

<b>Job Title:</b>	<b>Summer Programs Intern</b>
<b>Classification:</b>	<b>Paid Internship</b>
<b>Compensation:</b>	<b>\$4,200/8 weeks</b>
<b>Schedule:</b>	<b>Summer (June 2023 - August 2023 for 8-week period); 35 hours per week</b>
<b>Reports to:</b>	<b>Development Manager/Intern Coordinator</b>

### ORGANIZATIONAL SUMMARY:

Asia Society Texas believes in the strength and beauty of diverse perspectives and people. As an educational institution, we advance cultural exchange by celebrating the vibrant diversity of Asia, inspiring empathy, and fostering a better understanding of our interconnected world. Spanning the fields of arts, business, culture, education, and policy, our programming is rooted in the educational and cultural development of our community — trusting in the power of art, dialogue, and ideas to combat bias and build a more inclusive society.

### POSITION OVERVIEW:

Through support of the ExxonMobil Foundation Community Summer Jobs Program, the Summer Programs Intern will involve youth and community engagement, programmatic research, and administrative duties. The intern will work with Asia Society staff in Business & Policy and Education & Outreach programs, primarily around summer programs – Culture Camps for kids and the Young Leaders Institute, summer sessions designed for high school students around global policy and leadership. There will be effective supervision through strong staff involvement and the intern will benefit from a team devoted to the intern's long-term future, developing their academic interests, strengthening their cultural fluency, and honing their professional skills.

### RESPONSIBILITIES:

- Supporting Asia Society staff on summer programs, specifically the Culture Camps and Young Leaders Institute for high school students.
- Conducting relevant policy and cultural research around global issues, with an emphasis on Energy & Renewables, Equality and Human Development, and the Geopolitics of Outer Space.
- Assisting in lesson plan development and hands-on crafts around Pakistan truck art, manga and comic drawing, animals and mythical beasts of Asia, and food traditions of Asia.
- Providing administrative and logistical support in tracking camp students, parents, assignments, and more.
- Gathering and synthesizing feedback, and learning how to write evaluations and reports.



- Creating engaging leadership activities for small student groups, and brainstorming ideas to link summer learning with onsite exhibition.
- Liaising and communicating with Asia Society staff, volunteers, other interns, and students while honing professional skills.

#### **QUALIFICATIONS:**

Applicants must be a currently enrolled undergraduate student who will return to college full-time (minimum of 12 credits per semester) as a sophomore, junior, or senior student in the fall of 2023.

Interns who have participated in the ExxonMobil Foundation Community Summer Jobs Program in previous years may again seek an internship, provided they have not already completed an internship with Asia Society Texas. Family members of the board or staff from Asia Society Texas or ExxonMobil are not eligible.

Preferred qualifications include:

- Ability to communicate effectively with children, teens, and adults
- Experience or interest in hands-on art education and/or global policy issues
- Experience, interest in, and ability to interact and engage with the public
- Familiarity and/or interest in cultural and current events in Asian countries
- Passion for supporting inclusive and accessible programs for all ages

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable disabled people to perform the essential functions.

While performing the duties of this position, 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 must occasionally lift and/or move up to 10 pounds, is occasionally required to stand and walk, and is occasionally exposed to wet and/or humid conditions and outside weather conditions.

The noise level in the work environment is usually moderate.

#### **COMPENSATION:**

The intern will be paid \$4,200 (four thousand two hundred dollars), which represents the total award from the ExxonMobil Foundation Community Summer Jobs Program. The amount will be paid bi-monthly for a total of four payments during the two months of service. Asia Society Texas does not provide compensation for interview travel or relocation expenses.



**HOW TO APPLY:**

Please submit application here: [https://asiasocietytx.formstack.com/forms/internship\\_application](https://asiasocietytx.formstack.com/forms/internship_application)

The deadline to apply for this position is **Friday, April 28, 2023**.

*Incomplete applications will not be accepted. No phone calls, please. Only those candidates considered for an interview will be contacted. Finalist will be required to provide a current reference and complete a background check.*

*We strongly encourage applications from BIPOC, LGBTQIA+ and nonbinary people, disabled people, members of religious minorities, and any other underrepresented groups. Asia Society Texas Center ensures that all staff and volunteers working with students are trained in safety protocols and follow conduct guidelines.*