



Internship at the Asia-Europe Foundation (ASEF): Culture Department

Description

The Asia-Europe Foundation (ASEF) is an intergovernmental not for profit organisation based in Singapore and operating in 51 countries of the Asia-Europe Meeting (ASEM)¹. Culture is one of ASEF's seven key thematic areas.

In this field, we promote cultural cooperation by connecting artists, cultural professionals, arts organisations, public institutions, networks and museums in Asia and Europe. We respond to current gaps in cultural cooperation between Asia and Europe by providing access to information, enabling building of capacity, facilitating dialogue and knowledge sharing and promoting artistic diversity.

Internships in ASEF are a form of experiential learning that supports students to integrate knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths and give ASEF the opportunity to guide and evaluate talent.

A typical internship in ASEF includes developing intentional learning objective goals that are structured into the experience and supervised by a professional with a relevant and related background in the field.

If you are interested in gaining insights and expertise in the world of international cultural relations, we will provide you with the opportunity to work with talents from all over Asia and Europe, and help you develop project management skills and life skills – an experience that will stay with you, no matter where your career takes you.

During the internship, you will be assigned a supervisor who will be responsible for guiding you through the duration of your internship.

Role and responsibilities

1. Support project events (online/hybrid/onsite) through background research, correspondence with partners and participants, draft letters, etc.
2. Provide administrative, proofreading, inventory, and data entry support to the Culture department.
3. Support the communication activities of the Department for all planned events including logistics, outreach and communication on ASEF's websites and social media platforms, content, and related publication activities.

Requirements

BA or MA students with international relations/cultural diplomacy focus with a minimum internship period of 3 months to 6 months.

¹ <https://www.aseminfoboard.org/about/partners>



You are a citizen of any of the 51 ASEM Partner Countries.

Application Information

Interested candidates should send their cover letter and CV to culture@asef.org with the subject “INTERNSHIP_ CE Dept_Your Name” and indicating the following for us to assess your match:

1. Nationality
2. Date of Birth
3. Expected graduation date from the current academic degree that you are studying for
4. Your available period for full-time internship of 3 to 6 months

Please note that only shortlisted candidates will be notified.