

ABOUT ASIA SOCIETY TEXAS CENTER

GLOBAL MISSION WITH A LOCAL PURPOSE

Founded in 1979, Asia Society Texas Center engages the diversity of Houston through a broad range of enriching programs and events within the pillars of arts and culture, business and policy, exhibitions, and education and outreach. As one of the nation's most ethnically diverse cities, Houston is home to a rapidly growing Asian American population. Through a multi-disciplinary approach, Asia Society educates the greater community on relevant ideas and issues of our time, preparing future generations for stronger understanding and interaction between east and west.

INTERNSHIP DESCRIPTION

BUSINESS AND POLICY FALL INTERN

Classification: Part-time Internship

Compensation: Unpaid; course credit available on request

Schedule: Fall 2025 average of 20 hours/week including some nights/weekends

Reports to: Business and Policy Programs Associate, Director of Business and Policy

Qualifications: Seeking current university students or recent graduates

As a Business and Policy intern, you will be part of an atmosphere that serves a critical role in spreading awareness on foreign policy and business matters to the public. Duties and tasks will include helping support online or in-person program development and execution, researching topics and speakers, writing discussion questions and program recaps, and providing logistical support. Interns will learn how to better address and write about business and policy topics, communicate more effectively, and work in a professional non-profit environment.

The Internship is open to individuals with interests or background in current events, foreign policy, international relations, or education particularly through the lens of Asia or Asian Americans. Interest or familiarity with foreign policy, economics, energy and technology is welcome, but not required.

INTERNSHIP OUTCOMES

- Building and refining research skills
- Refining writing for both academic/professional and public settings
- Mastering technical skills
- Honing interpersonal skills and networking
- Increasing organizational and planning skills

RESEARCH

Researching topics such as global, national, and local current events, which will inform future programming. It is also suggested to look into recent book releases, potential speakers and guests, and broadly relevant topics to the mission of Asia Society Texas. The intern will be asked to create one page summaries and program concepts covering these topics.

OTHER DUTIES

The intern will be asked to handle administrative duties around the office, as assigned.

Asia Society Texas Center (ASTC) is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex, or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state or local laws and ordinances.