ACC Internship: Special Events

Headquartered in New York City, the Asian Cultural Council (ACC) is a leading nonprofit foundation working in cultural exchange between Asia and the U.S. to advance international dialogue, mutual understanding, and respect. Individual fellowships and organizational grants are awarded to support research, study, and creative work by leaders practicing 16 disciplines in the arts and humanities in the U.S. and 25 countries in Asia. ACC staff in New York City work closely with four regional offices in Hong Kong, Taipei, Tokyo, and Manila.

Internship Overview
ACC offers paid semester and year-long internships to undergraduate and graduate students and professionals. Given the small size of ACC’s staff, interns engage in meaningful projects that provide in-depth exposure to an international nonprofit arts organization. ACC interns work closely with their supervisor to set and track their professional development goals across the duration of their time at ACC. ACC interns have opportunities to learn from peers and colleagues across the organization in regular intern gatherings, share-outs from different departments, cross-departmental and all-staff meetings.

ACC currently seeks an intern to assist the Development department with special events surrounding the 60th Anniversary Gala in May 2022.

Responsibilities:
Assist Director of Advancement and Development Manager with logistics and preparation for special events, with particular focus on the May 11th gala in New York City, including support on the following:
- Invitation and RSVP tracking
- Guest research and creation of attendee Look Book
- Management of silent auction items, including formatting item details for print/digital materials
- In-person attendance at the May 11th NYC gala, and assistance with guest check-in and management, silent auction logistics, and other support as required

Requirements:
- Experience and interest in data management; strong proficiency with Microsoft Word and Excel required, familiarity with Bloomerang CRM a plus
- Interest in prospect research and creation of prospect and guest bios
- Strong attention to details and ability to handle fast-paced changes
- Ability to handle multiple projects simultaneously and work effectively under deadlines
- Interest in the arts and cultures of Asia preferred
- Fluency in English; proficiency in another language a plus but not required

All ACC staff are currently working remotely and expect to return to a hybrid in-person / work-from-home schedule in early 2022. This position will follow updated staff arrangements for in-person and remote work as they develop. A laptop will be provided. The internship will begin in early February...
2022 and last through May/June 2022, with the potential for renewal. Interns are paid $17.50 per hour, with expectations to work 15 hours per week between the hours of 8am – 6pm, Eastern Time.

ACC is an equal opportunity employer. Please email a cover letter describing your specific interests and qualifications for the internship as well as a copy of your resume with “SPECIAL EVENTS INTERN” in the subject line to opportunities@accny.org by January 2, 2022. Only applicants with legal authorization to work in the United States will be considered. For more information on ACC, visit www.asianculturalcouncil.org.