

THE HUTONG

EDUCATION DEPARTMENT

OFFICE AND FIELD SUPPORT INTERN



About Us

The Hutong has an eclectic and passionate team running a wide variety of programs in Beijing and across China. Our goals are to provide student groups with exceptional experiences, and ensure that students and teachers alike experience the community, culture, and excitement that China can offer. The Education Department designs customized programs that take education groups beyond the sites to engage with their surroundings, explore China, and develop their personal worldview.

What We're Looking For

The Hutong Education Team has grown significantly in 2016 and is looking to maintain a strong team with hardworking and proactive Education Support Interns who will be responsible for supporting program leaders and logistic managers while in the office leading up to educational programs, as well as joining programs in the field. This position and the individuals that fill it make up the core of our program execution team. We are looking for team members with a passion for education and who are eager to share their perspective and expertise on China with educational groups of every age. We welcome interns from all backgrounds and strongly encourage those with a foundation of Chinese language and cultural knowledge to apply.

What You'll Do

- Support idea generation and program development in concert with the Education Department that are customized to each client school's specifications
- Support communications with staff and teachers for each program on all matters concerning program execution
- Assist with creation of content used in each program's written materials including proofreading, idea generation, and copy editing
- Help prepare supply bags in preparation for programs
- Work with program leaders and logistics managers for education programs to build the background educational knowledge necessary for successful program execution
- Facilitate small group activities on programs ranging from group games, to teambuilding, to scavenger hunts
- Help with added safety measures for all program activities
- Manage and support the positive dynamics of a multinational team on the road with student groups

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- Represent and embody the fun, inclusive, and passionate reputation that The Hutong staff are known for

What We Want To Accomplish

- Provide consistently high quality and innovative educational experiences for international student groups
- Develop a professional team of freelance staff who are excited to be The Hutong Education Program Leaders and are inspired to leave their own imprint on The Hutong community
- Encourage students to be creative, curious, and think critically through attending The Hutong's programs and interacting with The Hutong staff

Benefits

The Hutong Education compensates interns for program days in the field with industry-competitive wages based on an individual's relevant work experience. More details regarding compensation will be provided upon application. All interns for The Hutong will also be encouraged to join in any of The Hutong's events, cooking classes, lectures, and walking tours.

Internship Dates

Because our programs are seasonal we are looking for internships to last during the Spring and Fall seasons between the months of March to June and August to November.

What Next?

Go to thehutong.com/find-out-more-education/ to learn more about our work. Then contact jeff@thehutong.com and kristen@thehutong.com with your résumé and a brief cover letter introducing yourself, and telling us why you'd be a great addition to The Hutong team.