

# SEAS

## Conference 2010 – Internship



### Background

On June 19 & 20, 2009 the South-East Asian Studies Conference, organized by SEAS, took place at the University of Vienna. More than 20 international scholars from 3 different continents gathered to discuss and present their research on National and Transnational Crises and Conflicts in South-East Asia. Since an international scientific conference needs time in planning, researching and preparation, these processes have to start well in advance. For our projected conference 2010 “Human Security” we now need your help. The new SEAS-conference internship aims at people/students interested not only in South-East Asia from a scientific point of view but are also interested in international conference management and planning. The conference organizing team consists of the conference organizer and two assistants. In addition to this the SEAS board of directors is involved and shares experience and advice from four previous conferences. Scientific mentorship is provided by SEAS fellow researchers and a regular SEAS intern will be ready for assistance during the summer term.

### Tasks

What a conference-internship can provide are eclectic insights into the overall organization process of a medium sized international scientific event in Vienna: Planning, Fundraising, Administration, PR, Marketing and event-organization will be involved as well as the scientific selection and assortment.

Due to the international character of the field of study, the conference will be organized in English, whereas communication skills in German are of necessity too. Interns should be based in Vienna, Austria

The internship starts in the fall and ends after the summer term in 2010. The extend of hours lies between 4 to 10 hours per week, depending on the organizational stage of the event. Working hours can be handled flexibly, priorities have to be set with the conference organizer. The majority of the work will be done online, strong online communication skills and personal availability are essential as well as the ability to work effectively under pressure, to be able to structure the workflow. Applicants have to be able work independently and be of a reliable character. In some stages of the organization process online communication will need continuous maintenance. In the application process organizational and project management skills and experience, academic or practical South-East Asian knowledge or background will be taken into account. Academic skill relevant for the conference topic are highly welcomed.

### Application

Internships are in general unpaid. Compensation can be granted on an individual basis depending on the conference budget. If you are interested in being part of a young and ambitious team, if you bring organizational skills and interest in South-East Asia we would like to have your application: **letter of motivation** as well as your **CV** sent to **publics@seas.at**.