Job Description – Intern for Logistics

Department: Program on Creativity + Innovation

Reports to: Associate Director, Program Management

Position Summary

The Intern, Program on Creativity + Innovation (PCI), will help to design and build activities that support and enhance creative and innovative energy among NYU Shanghai students, faculty, and researchers at NYU Shanghai. The Program spans a rapidly expanding range of activities at NYU Shanghai, such as speaker series, hackathons and public events. The activities share a commitment to bring ideas from different sources into contact with one another, to bridge the inside and outside of the university, and to connect with Shanghai’s artistic, creative, and entrepreneurial communities. As an intern, will work closely with throughout the university, including administration, other members of the NYU Shanghai faculty, the Program’s International Advisory Board, and with counterparts in other parts of NYU’s global network to help promote and engage the creative energies of our students, faculty and staff.

Responsibilities

- Act as the primary logistics guru to ensure PCI guests and community members have every opportunity to do what they do best.
- Manage logistics and facilitate the PCI weekly start-up clinics and design labs.
- Help oversee the daily operations of PCI spaces, including the LiveLab - our multi-purpose space designed for events, ideation and innovation.
- Maintain the PCI social media presence as a place for the community to engage and actively seek out innovative and creativity activities of the entire NYU Shanghai community.
- Ensure the PCI website is always alive and up-to-date with past, current and future activities.
- Build and maintain the PCI contact database (students, stakeholders, members of the public)
- Participate in community-building activities to support PCI and NYU Shanghai
- Promote cross-collaborations with existing NYU Shanghai programs, students, faculty and the public.

Qualification

- Track record of working in an entrepreneurial or startup environment required. Strong interpersonal skills, the ability to develop relationships with diverse stakeholders, and excellent presentation skills required.
- Fluent/native English required; fluent spoken and written Mandarin preferred.
About PCI

The newly established Program on Creativity + Innovation (PCI) at NYU Shanghai builds activities that support and enhance creative and innovative activities among our students. PCI envisages creativity and innovation as precursors to entrepreneurship --- where we define entrepreneurship as ideas put to work in all areas of human endeavor, whether in the arts and sciences, in business and other professions, or anywhere else. To support creativity and innovation, PCI adopts a two-pronged approach, one additive and one combinative. The additive component ensures that students have a broad and varied range of educational encounters, differing in topic, modality, and location. These include pop-up classes, as an efficient way to gain exposure to additional fields and skill sets, off-campus activities, as a way to learn in context as well as in the classroom, and more. The combinative component ensures that students learn and practice how to take ideas they have acquired from these encounters and combine them to make new ideas and new objects. A current project at PCI is the development of a video series featuring interviews with some of the world’s great creators and innovators, who can talk to the importance of combinative thinking. True to the saying "How we teach is what we teach," PCI is itself committed to operating in a creative and innovative way.