Name of organization & website URL:
Turkish Cultural Foundation, www.turkishculturalfoundation.org

Location of organization (incl. street address):
Turkish Cultural Foundation
Istanbul Office
17/1 34437 Taksim, Istanbul-Turkey
Phone: +90 212 297 40 38
Fax: +90 212 297 40 39

How many interns can you accommodate and what is your preference for dates? (If there are particular dates between the last week in July and the first week in September, please indicate those.)

# of interns 2

Dates: June 18 – August 7

Interns are expected to work Monday through Thursday, 10 am – 5 pm

If there is a mandatory language requirement, what language and how fluent must the fellow be?
English
It is not necessary to speak Turkish. If an intern desires to learn Turkish or to attend a summer school, it may be possible for them to attend a course near the TCF’s office, such as the Dilmer language school (http://www.dilmer.com), Bogazici (Bosphorus) University Summer Courses (http://www.summer.boun.edu.tr), Tomer (http://www.tomer.ankara.edu.tr/english/index.html) or Bilgi University Summer School (http://international.bilgi.edu.tr/exchange.htm and http://international.bilgi.edu.tr/summer.htm)

Please provide a description of your organization including items such as history, mission focus, goals, and accomplishments.
The Turkish Cultural Foundation was established in 2000 with the mission to support the preservation and promotion of Turkish culture and heritage worldwide, through original programs and cooperation with like-minded organizations.

The Foundation is a US tax-exempt public charitable organization supported entirely by private donations, with offices in Boston, Washington, DC and Istanbul, Turkey.
The Turkish Cultural Foundation Turkey Branch was formally established as a foreign Foundation office under relevant Turkish laws in October 2005. It oversees the Foundation’s grants and projects in Turkey.
The most recent TCF annual report should be read by interested applicants; it is available here: http://www.turkishculturalfoundation.org/pages.php?ID=241

Vision
To be a comprehensive center for promoting the Turkish culture and art worldwide.
Mission
The TCF is dedicated to:
- Promoting and preserving Turkish culture and heritage worldwide, through original programs and cooperation with like-minded organizations.
- Supporting education, particularly in the area of humanities, for disadvantaged students in Turkey.
- Supporting research, documentation and publication in the humanities related to Turkey.
- Supporting the preservation of Turkish cultural heritage abroad.
- Helping to build cultural bridges between Turkey and other countries to support a better understanding and appreciation of Turkish cultural heritage.
For more information: www.turkishculturalfoundation.org

Contact person/email/telephone:

For internship issues for Program:
Mrs. Guler Koknar
Executive Director
director@turkishculture.org
202-370-1399 Ext 12 (call between 9-11am EST, this number rings in Istanbul)
Or +90-212 297 40 38 (call between 9-11 am, EST + 7)

For logistical issues for interns:
Ms. Gulhan Ozkan
Istanbul_office@turkishculture.org
+90-212 297 40 38 (EST + 7)

What is the nearest airport (with airport code)?
Istanbul Ataturk Airport, Yesilkoy, Istanbul (IST)

What are housing options?   Approximately how much will this cost per week?
While TCF cannot make a prior commitment on free housing, past interns have been secured free housing at university dorms. TCF will work to provide the same opportunity to interns in 2015.

The free housing issue will be clarified in May. However, the interns should be prepared to pay for housing and further information will be provided to accepted interns.

What is appropriate attire?  What is the weather like between late June and early September?  What is appropriate attire when not working?
Attire -Business Casual. No shorts or jeans. There will be special occasions but business casual will do fine. When not working, summers are very hot and humid in Istanbul and in Turkey, in general. Attire outside work when in Istanbul or in coastal areas is not different than in Europe or the US. Comfortable shoes are advisable since Istanbul lends itself well to walking or taking public transportation. In rural areas and some parts of larger cities, very short skirts/dresses/shorts may be frowned upon.

Please provide estimates of other costs per week that the interns will need to pay for themselves.
(Example: Food, lodging, transportation, etc)
Depends on intern’s needs and budget. For example, at two local restaurants, the intern can eat a filling lunch for between 8-15 dollars, not including beverages other than water. A Turkish beer or glass of wine in the popular nightlife cafes and bars is between 5-10 dollars. A loaf of bread or a simit (bread similar to a bagel) bought from a street vendor costs about 75 cents. A small bottle of water costs 50 cents. Fresh fruits and vegetables are inexpensive.
Transportation (during the day, to and from airport, etc.): Our office is conveniently located right across the street from the Havatas bus (http://www.havatas.com/yolcuservisi/taksim-ataturkhavalimani.aspx) which provides shuttle service to and from the Ataturk airport every half-hour. A one-way ticket is about 11 lira (about 5-6 dollars). A taxi from the airport to the Taksim area where the office is located will be about 30-35 dollars. If the intern finds housing in the area, they can walk to work. Otherwise, bus, metro, and tram fare is about one dollar for a one-way fare. Taxis are readily available, are metered and somewhat less expensive than in the US.

Other: Housing: The intern should expect to pay from 600 to 1200 dollars a month for shared housing, water, and other utilities. This is a good source for student/hostel housing: www.hostelsclub.com

Do you regularly have interns working with you? Yes

Please Answer the Following Four Questions for EACH Available Job:

What will the student intern be doing? The Students will help in editing English texts, selecting photos taken during the TCF’s tours and posting them to the TCF websites, preparing welcome kits for the participants, typing the comments and evaluating the questionnaires. They will also be expected to participate in some meetings and sightseeing with the participants of the TCF Teacher Study Tours.

Is there any compensation associated with the internship? If so, how much? No, we do not offer a stipend.

What helpful talents and/or skills should the student intern possess, if any? The interns are expected to be competent in English language, use of Microsoft Office, and preferably Photoshop. Also, an ability to do online research on various issues is required.

What would a typical day be like? Especially in summer times, there is no typical day at the TCF. They will be given a variety of duties. The interns will be handling editing English texts, searching on different subjects, selecting and posting photos and contents to the websites, accompanying the tour participants, preparing welcome packages etc.

What are some possible weekend excursions/activities for young people? If the students arrive for their internships in the date windows below, they will have the chance to see Istanbul on guided day-tours as they accompany the TCF study tours in Istanbul.

We allow interns long weekends by either letting them take Fridays of Mondays off. Inter-city bus transportation is affordable and widely available in Turkey. Flights, especially if they are booked ahead, can be also good deals. There are many destinations around Istanbul that can be reached via public transportation and Istanbul itself is a city that can keep one busy for several weekends.

Any other helpful descriptions and comments: We recommend the interns to have a look the following Turkish Cultural Foundation Resources:

1. Turkish Cultural Foundation – www.turkishculturalfoundation.org
2. Turkish Culture Portal – www.turkishculture.org
3. Turkish Music Portal – www.turkishmusicportal.org
4. Turkish Cuisine Portal – www.turkish-cuisine.org
5. Turkish Culture Shop - www.turkishcultureshop.org
6. Share Turkish Culture - www.shareturkishculture.org
7. TCF Laboratory for the Research and Development of Natural Dyes - www.tcfdatu.org
8. Blog on Share Turkish Culture - http://blog.shareturkishculture.org