

Asia Society Career Opportunity

Location: New York

Position: Managing Editor, ChinaFile (Grade 7) Code FY 1228

Posted: 5/15/12

Purpose:

The Managing Editor will be responsible for the daily operation of a website launching in 2012 called ChinaFile, which will cover topics including Chinese media, culture, policy, literature, environment and business, and rely heavily on the use of multimedia to help educate a global audience about new developments in China and Sino-US Relations. This person will work closely with the editor, visual editor, in-house staff and freelancers.

Responsibilities:

- Oversee day to day operations of ChinaFile website, including editorial content and production schedule
- Manage project budget
- Identify original story ideas and create reporting plans
- Identify leading journalists, scholars, photographers and videographers and other content providers both in the U.S. and China, solicit their collaboration, negotiate contracts and provide editorial guidance
- Recruit and manage Assistant Editors, Contributors and Fellows
- Develop and oversee social media and marketing strategy
- Develop recurring content
- Oversee and update content on homepage with most current and relevant pieces and articles
- Oversee editorial accuracy
- Manage relationships with partner organizations in both the United States and China
- Assist in fund-raising activities
- Other duties as assigned

Requirements:

- Mandarin Chinese and English language skills
- Graduate degree preferred
- 5-6 years editorial and journalism experience preferred with proven news judgment, preferably with focus on China or US-China relations

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www.asiasociety.org

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- Experience working in an online publication, preferably as an editor or publisher
- Familiarity with Web publishing platforms
- At least 3 years of management experience
- Superior proofreading skills
- Deep knowledge of Chinese affairs, including current affairs, media and the internet, policy and history
- Work experience in China preferred
- Highly organized and skilled at managing deadlines and staff
- Excellent writing, editing, research and interpersonal skills
- Proven fundraising experience preferred

How to apply:

Please email your cover letter and resume indicating position reference code and salary requirements to: chinacenterjobs@asiasociety.org Indicate job title and job code in the subject line. Resumes without cover letters will not be accepted. No phone calls, please. Only those candidates considered for an interview will be contacted. Please regard your resume as having been received unless your email is bounced back.

The Asia Society is an equal-opportunity employer.

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