

## Asia Society Intern Opportunity

**Location:** New York

**Department:** Asia Society Online

**Period of Internship:** September—December 2014

### Announcement:

Asia Society, a prestigious non-profit institution that is the leading force in forging closer ties between Asia and the West through arts, education, policy and business outreach, is looking for a talented Online Editorial Intern to help create content for its Web team.

As an intern with Asia Society, you will receive training and experience in furtherance of and related to, your professional development and/or academic pursuits. The training and experience that you will receive as an intern is for your benefit, and any benefit that Asia Society may enjoy is incidental to that goal.

### Education and prior experience most suited for this internship:

Asia Society Online is looking for a talented Online Editorial Intern to copyedit and publish website content, edit and upload videos, report on events, draft blog posts, and assist with other tasks for the award-winning AsiaSociety.org website. The ideal candidate would be a web-savvy journalism, policy, marketing or writing student with a strong interest in Asia, its people and issues.

We're looking for detail-oriented candidates who are experienced users of blogging content management systems such as Drupal and WordPress and social media platforms like Twitter and Facebook. Knowledge of HTML and basic photo-editing skills using Photoshop are also necessary, and video-editing skills (iMovie or Final Cut) are a plus. Applicants with experience writing and copyediting are preferred. Proficiency in an Asian language, while not required, is welcome.

We would like the Online Editorial Intern to commit to at least 20 hours per week, for a minimum of nine to 12 weeks, at Asia Society headquarters at 725 Park Avenue in New York City. Specific schedules can be designed to meet the individual needs of the intern. Please indicate the days and hours that you are available in your application. The Online Editorial internship is unpaid, but school credit can be arranged where applicable.



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**How to apply:**

Please email cover letter, résumé, and links to three relevant writing samples to:

Dan Washburn  
Managing Editor, Asia Society Online  
E-mail: [onlinejobs@asiasociety.org](mailto:onlinejobs@asiasociety.org)

No phone calls, please. Only those applicants considered for an interview will be contacted.

Please subscribe to our online newsletters and receive information about Asia Society's programs and activities: <http://asiasociety.org/email-newsletter-signup>