

Asia Society Intern Opportunity

Location: New York

Department: Marketing and Public Relations

Period of Internship: January through May 2015

Announcement:

Asia Society, a leading non-profit cultural and educational institution, seeks a Marketing and PR intern to provide support to the Communications Department. The intern will learn and provide online outreach for public programs and exhibitions; assist with social media updates and strategy; compile program and museum data; proofread/edit ads and other correspondence; conduct research on potential marketing venues; collaborate with other organizations and museums; create press kits; and learn the beginning and see-through on special projects.

Education /prior experience most suited for this internship:

The intern should be a team player who is creative, enthusiastic, and highly poised, with strong organizational skills and attention to detail. Excellent writing, editing, and communications skills are required. An interest in social media (especially Twitter and Facebook) and Asia is a must. We are looking for someone who is currently a college student and can devote a minimum of *two full days* per week. This is an unpaid internship.

How to apply:

Interested applicants should email a cover letter, resume, and their availability to:

Preeti Bhuyan, Communications and Marketing Manager

Pbhuyan@asiasociety.org

Incomplete applications will not be considered. Due to the large volume of applications we receive, we are only able to contact those candidates selected for an interview. **No phone calls, please.**

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GLOBAL HEADQUARTERS
725 Park Avenue
New York, NY 10021-5088
Phone 212.288.6400
Fax 212.517.8315
www.AsiaSociety.org