

## Asia Society Internship Opportunity

**Location:** Asia Society, 500 Washington Street, San Francisco, CA

**Position:** Programs Intern

### **Purpose:**

The Asia Society's Northern California center is seeking interns with an interest in Asian and Asian American issues and culture to help with program activities, including public events, private workshops, and reports. This is an exciting opportunity for selected interns to gain hands-on experience in program conceptualization, development, and execution and work on multimedia projects while learning about social, political, and cultural issues in contemporary Asia.

### **Responsibilities:**

Interns will support the programs team staff and assist with all aspects of program development, from researching program topics and speakers to providing logistical support at public events; track and research specific topics in the U.S. and Asia that relate to programming (e.g., in policy, foreign relations, finance and business, Asian American issues, sustainability, or arts & culture); assist with communications and marketing activities, including layout/design of marketing materials (e.g. quarterly newsletter, event announcements), and develop original content for the Asia Society website, blog, and social media sites; and assist with office administration.

### **Requirements:**

College juniors/seniors, recent graduates, and graduate students in Asian and Asian American studies, business, international affairs, journalism, history, political science or related fields preferred; strong interest in programming and Asian affairs; knowledge of or experience in working on a range of social, cultural, economic, and political issues related to Asia, U.S.-Asia relations, and Asian Americans; strong research, writing, and editing skills; skill and experience using social media as a marketing tool, with previous marketing and journalism experience a plus; proficiency using video equipment, editing software (e.g. FinalCut), and Adobe Creative Suite a strong plus; excellent attention to detail; reliable self-starter and problem-solver who is able to work independently to meet tight deadlines; and flexibility and ability to multi-task in fast-paced, entrepreneurial environment.

### **Schedule:**

We are currently recruiting interns for **Winter 2015**. Internships are **unpaid** positions. Candidates are required to commit to a minimum of 12 weeks and at least 16 hours a week; availability twice a month for events may be requested. For applicants not able to meet these conditions, we may have program-specific volunteer opportunities.

### **How to Apply:**

E-mail, in **a single PDF or Word file**, with the subject line "ASNC Programs Internship Winter 2015": **1)** a cover letter, indicating your interest and qualifications for the position and the days and hours you are available to work; **2)** a resume and **3)** a short writing sample (3-5 pg. max) to [maria@asiasociety.org](mailto:maria@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 interviews. No phone calls, please.

### **About the Asia Society:**

*Founded in 1956, the Asia Society is the leading global organization committed to fostering dialogue and building a community for all those with an interest in Asia. As one of eleven centers worldwide, Asia Society Northern California offers fresh perspectives on the forces and issues shaping relations between the U.S. and Asia. From food, fashion and film to business, politics, and social issues, we present innovative, multidisciplinary programs that bring together members and experts to create an active, informed community.*