

Asia Society Internship Opportunity

Location: Asia Society Southern California, Los Angeles on the USC Campus

Position: Marketing and Outreach Intern

Purpose: The Asia Society's Southern California center is seeking an intern with an interest in Asian and Asian American issues and culture to help with marketing and outreach activities. This is an exciting opportunity for the selected intern to help promote ASSC programs and events through social media platforms, including Facebook, Twitter, blog, and other online channels. Interns with additional skills in editing and producing multi-media content, including audio and video are a plus.

Responsibilities: Write and edit event reports and develop original content for Asia Society's website, blog, and other online platforms; lead program marketing and outreach efforts utilizing social media outlets (Facebook, Twitter); edit and produce multimedia content, such as video and photo slideshows; contribute to the conceptualization and management of programs and events, with evening availability as needed; and assist with administrative and logistical duties.

Requirements: Previous marketing and outreach experience preferred; highly adept with using social media as a marketing tool; strong interest in local news, events, businesses, as well as organizations pertaining to Asian/Asian American topics and culture; proficiency using video equipment, editing software (e.g. Final Cut Pro), and Adobe Creative Suite a strong plus; strong research, writing, and editing skills; 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: 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 PDF or Word file, with the subject line "ASSC Internship—Marketing and Outreach": **1)** a cover letter, indicating your interest and qualifications for the position and the days and hours you are available to work and **2)** a resume to kestrada@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. Position is open until filled.

Asia Society Southern California, 837 Downey Way, Stonier Hall, Suite 308 Hope Street, RAN 328, Los Angeles, CA 90089-7705, Email: kestrada@asiasociety.org

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 Southern California offers fresh perspectives on the forces and issues shaping relations between the U.S. and Asia. From film to business, politics, and social issues, we present innovative, multidisciplinary programs that bring together members and experts to create an active, informed community.

Asia
Society



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ASIA SOCIETY SOUTHERN CALIFORNIA

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