

Asia Society Intern Opportunity

Location: New York

Department: Communications

Period of Internship: Summer 2015

Announcement:

We are seeking a Graphic Design and Production Intern in the Communications Department. Responsibilities include assisting with and handling design projects such as building and museum signage, invitations, brochures, web banners, postcards, business cards, stationary, and updating of current branding material. Intern will assist the Graphic Designer and provide general design-related support to the Communications Department.

We are looking for an intern to work 2 days per week. Interested applicants should include a cover letter, and 4-5 design samples in JPG or PDF format. No phone calls please.

Education /prior experience most suited for this internship:

You must be pursuing a degree, or be a recent graduate, in Graphic or Advertising Design. You should be a team player, and a creative, enthusiastic, individual with strong organizational skills. Excellent attention to detail and ability to project manage are key. An interest in Asia is a plus. Good knowledge of Adobe InDesign; basic knowledge of Adobe Photoshop and Illustrator; basic knowledge of Microsoft Word, Excel and Powerpoint. All on a Mac platform.

How To Apply:

Interested applicants should email their cover letter, resume, 5 design samples (PDF or JPEG format) or a URL link to graphicsjobs@asiasociety.org. No phone calls please. Only those candidates considered for an interview will be contacted.

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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