

Asia Society Intern Opportunity

Location: New York City

Department: Communications/Online

Period of Internship: January to May 2016

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.

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, report on events, draft blog posts, and assist with other administrative tasks for the award-winning AsiaSociety.org website. The ideal candidate would be a web-savvy writer and editor 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 desirable, and video-editing skills (iMovie, Final Cut or Premiere) 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.

How to apply:

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

Matt Schiavenza
Senior Content Manager, Asia Society
E-mail: onlinejobs@asiasociety.org

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

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