

Asia Society Intern Opportunity

Location: New York
Department: Asia Society Online
Announcement: Asia Society Online Editorial Intern

Asia Society Online is looking for a talented Online Editorial Intern to copyedit and publish website content, edit and upload videos, report on events, draft blog posts and perform other administrative tasks for the award-winning AsiaSociety.org website. The ideal candidate would be a web-savvy journalism, policy, marketing or writing student with a strong interest in Asia, its people and issues.

Responsibilities/Requirements:

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 necessary, and video-editing skills (iMovie or Final Cut) are a plus. Candidates with experience writing and copyediting are preferred. Proficiency in an Asian language, while not required, is welcome.

Schedule:

The Online Editorial Intern is expected to work 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 you are available to work in your application. The Online Editorial internship is unpaid. School credit is available.

Deadline:

ASAP.

How to apply:

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

Dan Washburn
Managing Editor, Asia Society Online
E-mail: onlinejobs@asiasociety.org

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

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