

## Asia Society Southern California Internship Opportunity

**Location:** Asia Society Southern California, Downtown/Little Tokyo

**Position:** Marketing and Outreach Intern

**Purpose:** Asia Society Southern California is seeking an intern with an interest in Asian and Asian-American issues and culture to work on marketing and outreach activities. This is an exciting opportunity for the selected intern to help promote Asia Society events through social-media platforms, including Facebook, Twitter, our blog, and other online channels. Additional skills in editing and producing multimedia content are a plus.

**Responsibilities:** Develop and write original content for Asia Society's website, blog, and other online platforms; lead program marketing and outreach efforts via social media; edit and produce multimedia content, such as video and photo slideshows; help conceptualize and manage 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 Asia and 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 for events may be requested. To help meet the weekly commitment, some of the work can be done remotely. 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 [tong@asiasociety.org](mailto:tong@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.

**About Asia Society:** Founded in 1956, 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.

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SOCIETY



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