

Asia Society Technical Writing Internship Opportunity

Location: New York/Remote

Department: Online

Period of Internship: Summer 2018

Asia Society's web department is looking for a technical writing intern for online documentation for its Drupal CMS. This internship will teach the intern about improving and creating resources for web content strategy, email marketing, as well as style and branding guides. Interest/experience in grant writing a plus.

The ideal candidate will be a strong writer, with experience in some or all of the following: web development, user experience design, and content strategy. They will be instructed on how to create easy to follow documentation which will be accessed by Asia Society's 50+ CMS editors, improve CMS help text and editing tools, and provide feedback on current CMS workflow. If time allows, and candidate has the interest, they will be shown the workings of grant research and writing to fund Asia Society's ongoing web development.

Intern will be supervised closely by Asia Society's Associate Director of Technology and Senior Web Developer.

They will be exposed to and learn how to:

- Update existing online documentation for asiasociety.org's Drupal CMS.
- Develop clear editorial, style, and branding guides.
- Research and implement best practices in user experience design for Asia Society's Drupal CMS.
- Conduct usability tests and solicit user feedback.
- Research and identify prospects for grants focused on web development and design, with the possibility of creating proposals. (Optional based on interest and experience.)

Asia Society's web department is a distributed team so remote internship is also an option. Candidates are asked to commit to 15/20 hours per week for a minimum of 12 weeks. Start/end dates are flexible based on availability. **This is an unpaid internship.**

How to apply:

Submit a cover letter and resume to Megan MacMurray at mmacmurray@asiasociety.org

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

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