

Asia Society Career Opportunity

Location: New York

Position: Editor (Grade 9) Code 1902

Asia Society is looking for a dynamic, self-motivated, and resourceful Editor to help launch and lead a new publication intended to become a go-to source for first-rate content on Asia-related issues, as well as a platform for Asia Society's thought leadership. The Editor, working closely with the Chief Content Officer and other key stakeholders, will help formulate a clear vision and strategy for this new initiative — which will include both online and print components — and be responsible for turning that vision and strategy into day-to-day assignments and projects. The ideal Editor will have broad expertise and experience across different Asian countries and sectors, as well as an established track record of success in digital journalism or publishing, preferably in a leadership role. We are looking for someone who is an excellent communicator and manager, well organized, and capable of thriving in a build-it-from-the-ground-up atmosphere, with an ability to energize and lead a small team to accomplish big things. This job is based in New York City.

Responsibilities include:

- Owning the day-to-day creation, execution, and maintenance of the publication's digital strategy, including content development and optimization, social media, SEO, video, multimedia, podcasts, newsletters, and mobile
- Building and maintaining the publication's editorial calendar, while prioritizing and managing the team's workflow and deadlines across digital, social, video, and other platforms
- Understanding the Asia-related issues seen as key priorities for Asia Society across the disciplines of policy, arts, and education and helping to translate those priorities into content
- Editing, guiding, mentoring, and collaborating with other members of publication team, as well as internal and external contributors
- Establishing good relationships within Asia Society across departments, initiatives and centers and soliciting contributions from Asia Society's global network of experts
- Developing a network of potential external contributors, responding to pitches, and managing a freelance budget



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John D. Rockefeller 3rd

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New York, NY 10021-5088
Phone/Fax 212.288.6400
AsiaSociety.org

- Strategizing about how best to present important ideas, from long-form articles to short articles to visualizations to podcasts to video to a variety of other formats
- Contributing content of your own to the publication on a regular basis
- Using Google Analytics and other tools and success metrics to analyze and grow site traffic, and implementing key findings to help make decisions regarding editorial direction
- Serving as an Asia Society expert on relevant topics by moderating panel discussions and appearing in the media
- Liaising with external designers and printers for an annual print edition of the publication

About you:

- At least 8 years of relevant editorial experience, some at the management level
- Expertise in digital journalism or publishing, as well as emerging media, mobile, social media and video strategy, and use of data to drive engagement and traffic
- Experience working in Asia, preferably in multiple and diverse locations, and expertise in a variety of Asia-related topics
- A passion for Asia, including current affairs, policy, arts, culture, business, education, and areas where those disciplines may intersect
- A clear understanding of how to target and build specific audiences and how to effectively engage committed readers/followers in the digital space
- An efficient deadline-oriented multi-tasker and problem-solver who excels at working collaboratively, as well as independently
- A self-starter who can conceive and execute stories with impact
- A proven track record of sound judgment, problem solving and decision making in situations involving many departments, leaders, and key stakeholders
- A meticulous eye for detail and design; the ability to choose images that make a story better and perform well on social media
- Extraordinary organizational, line-editing, and communication skills; exceptional research, writing, and reporting abilities; and a knack for coming up with the perfect headline and tweet
- Experience managing a budget and creatively doing more with less
- Experience speaking with authority on panel discussions and in the media

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- Proficient with: Macs, Drupal, Microsoft Office Suite, Photoshop, Adobe Premiere, MailChimp, Facebook, Twitter, Google Analytics, Slack, Trello, or similar platforms or applications

How to Apply:

Please email cover letter, resume, salary requirements and three relevant writing examples to onlinejobs@asiasociety.org. Indicate job title and reference code 1902 in the subject line. No phone calls please. Applications that fail to include all requested materials will not be considered. Please regard your application materials as having been received unless your email is bounced back.

Asia Society offers a [generous benefits package](#).

Asia Society is an equal opportunity employer.

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