

# Asia Society Intern Opportunity

**Location:** New York

**Department:** Asia Society Policy Institute

**Period of Internship:** Spring/Summer/Fall 2019

## Announcement:

The Asia Society Policy Institute (ASPI) is seeking exceptional communications intern(s) with strong web, social media, and content creation skills and a demonstrated interest in the social, political, and economic challenges in Asia.

Successful candidate(s) will learn how to manage social media accounts for a dynamic think tank, help conduct and edit simple video interviews with a foreign policy-focus, assist with audio editing, engage in policy-focused web writing, and assist in assessing and implementing needed improvements to ASPI's website through a content management system. They also will have the opportunity to attend and report on events taking place at Asia Society.

Internships are **unpaid** positions. Candidates should be able commit to a minimum of 10 weeks, and at least two days per week, or the equivalent of 16 hours per week. Evening availability once or twice a month for events may be requested.

## Education / prior experience most suited for this internship:

Previous internship experience preferred; strong familiarity with social media platforms and social media management tools desired; strong content creation skills or interest, such as video and/or podcast editing, ability to conduct short video interviews, and strong writing and editing skills preferred; excellent attention to detail; reliable and able to excel under tight deadlines; proficiency with Adobe Premiere Pro and other editing software; ability to handle diverse tasks; native or full professional proficiency in English.

## How to Apply:

E-mail the following documents in Word or PDF format with the subject line "ASPI Comms Internship NY – Spring/Summer/Fall 2019" to [PolicyInstitute@asiasociety.org](mailto:PolicyInstitute@asiasociety.org):

ASIA  
SOCIETY



POLICY  
INSTITUTE

HONG KONG  
HOUSTON  
LOS ANGELES  
MANILA  
MUMBAI  
NEW YORK  
SAN FRANCISCO  
SEOUL  
SHANGHAI  
SYDNEY  
TOKYO  
WASHINGTON, D.C.  
ZURICH

1. A cover letter, indicating your interest in the position and the days and hours you are available to be at Asia Society;
2. A resume; and, if available
3. A piece of content you created for a previous internship, project, personal blog, or organization.

**Application Deadlines:**

<b>Term</b>	<b>Internship Duration</b>	<b>Applications Must be Received by our Office No Later than 11:59 PM EST</b>
<b>SPRING</b>	January – May	November 15, 2018
<b>SUMMER</b>	June – August	March 15, 2019
<b>FALL</b>	September – December	July 15, 2019

We will not consider incomplete applications. 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. Please consider your application received unless your email bounces back.