

Asia Society Intern Opportunity

Location: New York
Department: Asia Society Policy Institute
Period of Internship: Fall 2018

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 foreign policy-focused 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 three days per week, or the equivalent of 24 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 – Fall 2018" to 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
3. A piece of content you created for a previous internship, project, personal blog, or organization.

Application Deadlines: The application deadline will be **September 25, 2018**.

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.