

## Communications and Content Officer

**Location:** Sydney

**Position:** Communications and Content Officer

**Commitment required:** 6 month fixed term contract with the possibility to review and extend (minimum 2 days per week or equivalent) Flexible hours.

**Deadline for applications:** 27 April 2018

*This is a paid position.*

### Purpose

Asia Society Australia is seeking an ambitious and enthusiastic Communications and Content Officer with an interest in Asia and Australia-Asia relations to provide support across our communication channels as we embark on an exciting phase of development and growth. You will be a part of a small team at the forefront of Australia's engagement with Asia and will have the opportunity to master new skills in a real-world environment and develop highly valuable professional networks in the Australian business, government, education and artistic communities.

### Position

#### ***Communications and Content Officer***

This is a rare opportunity to contribute to the development of Asia Society Australia's profile and gain practical skills in the design and execution of an organisational communication strategy. The candidate will support the Chief Executive Officer and Associate Directors and assist in the development of Asia Society Australia's communications, social media and web strategy and presence; record and capture content at Asia Society events; create, proofread and edit promotional materials and correspondence; collaborate with other organisations; initiate and complete special projects and assist with general administration tasks.

#### *Criteria*

1. Ideally suited (but not limited) to a recent graduate from an undergraduate or post-graduate communications, journalism or international relations degree
2. Strong practical skills in either; visual design, video, photography, editing or sound recording and a willingness to learn
3. Excellent writing, editing, and communications skills are required
4. Previous practical work experience preferred (minimum of one year)
5. Knowledge of social media platforms and web communications is essential
6. A reliable self-starter and problem-solver who can work independently to meet tight deadlines and be able to multi-task in a small-team, fast-paced, entrepreneurial environment
7. A team player who is creative, enthusiastic, with strong organizational skills and attention to detail
8. An interest in Asia and Australia-Asia relations is a must.

### How to apply

Interested applicants should email - in a single Word File or PDF with the subject line "**Asia Society Australia Communications and Content Officer**":

1. a cover letter indicating your interest and qualifications for the position and an indication of the days and hours you are available to work
2. resume
3. a short writing sample (maximum 3-5 page on any topic)

To: **Philipp Ivanov, Chief Executive Officer, Asia Society Australia**

[programaustralia@asiasociety.org](mailto:programaustralia@asiasociety.org)

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### **About Asia Society**

Asia Society is the leading educational organization dedicated to promoting mutual understanding and strengthening partnerships among peoples, leaders and institutions of Asia and the United States in a global context. Across the fields of arts, business, culture, education, and policy, the Society provides insight, generates ideas, and promotes collaboration to address present challenges and create a shared future. Founded in 1956, the Asia Society is a nonpartisan, non-profit educational institution with centres in Hong Kong, Houston, Los Angeles, Manila, Mumbai, New York, San Francisco, Seoul, Shanghai, Sydney and Washington, DC.

### **About Asia Society Australia**

Established in 1997 by Hugh Morgan AC (then CEO of WMC Limited) and Richard Woolcott AC (former Secretary of the Department of Foreign Affairs and Trade) in recognition of the need to promote greater understanding about the countries, peoples and cultures of Asia and the Pacific region.

Asia Society Australia has a strong commitment and focus on broadening the interests and understanding between Australia and the Asian business political and cultural elite. As a not-for-profit, non-governmental organisation with a strong membership base of leading Australian business, education and cultural organisations and leaders, Asia Society Australia provides the opportunity for members to access business and policy programmes including: CEO briefings; exposure to visiting Asian political and business leaders through intimate meetings and briefings; and special events with access to a network of key Asian ministers, dignitaries and business elite.