

Asia Society Career Opportunity

Location: New York

Position: Editor
Code 2011

Purpose:

Asia Society is looking for a dynamic, self-motivated, and resourceful Editor to help 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. Working closely with the Chief Content Officer, Executive Vice President, and other key stakeholders, the Editor 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. (If you don't have all the qualifications listed below, but still think you'd be a good fit — we still would like to hear from you!)

RESPONSIBILITIES:

- 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
- Editing, guiding, mentoring, and collaborating with other members of the publication team, as well as internal and external contributors
- Establishing good relationships with internal stakeholders, and soliciting contributions from Asia Society's internal and external network of experts
- Developing a network of potential external contributors, responding to pitches, and managing a freelance budget

Asia
Society



Founded in 1956 by
John D. Rockefeller 3rd

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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 to analyze and grow site traffic; implementing key findings to help make decisions regarding editorial direction
- Liaising with external designers and printers for an annual print edition of the publication
- Occasionally serving as an Asia Society expert on relevant topics by moderating panel discussions and appearing in the media
- Helping with other departmental editorial tasks and projects as needed

QUALIFICATIONS:

- 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
- The versatility to be able to both think about the “big picture” and also tackle the day-to-day “hands on” editorial and technical challenges that arise at a digital publication with a small team
- 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
- An awareness of trends and best practices in the print and digital media space — and a desire to help build something innovative and special
- A clear understanding of how to target specific audiences and how to effectively engage readers 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 and illustrations that make a story better and perform well on social media
- Strong 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

- Proficient with: Macs, Drupal, Microsoft Office Suite, Photoshop, Adobe Premiere, Hindenburg, MailChimp, Facebook, Twitter, Google Analytics, Slack, Trello, SalesForce, 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 2011 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.