



*Navigating Shared Futures*

## Asia Society Career Opportunity

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<b>Location:</b>	New York
<b>Department:</b>	Digital and Communications
<b>Position:</b>	Digital Content Producer, <i>Asia Society Magazine</i>
<b>FSLA Exemption Status:</b>	Non-Exempt
<b>Reports To:</b>	Executive Director and Chief Content Officer

### SUMMARY:

Asia Society is looking for a dynamic and multi-talented digital content creator to plan, produce, and edit thoughtful and engaging content for the *Asia Society Magazine* website, as well as the magazine's annual print edition. The ideal candidate will have a diverse skillset and the ability to conceptualize and produce high-quality work across a variety of mediums, such as video, graphics, data visualization, podcasts, images, and writing/editing. The Digital Content Producer will also liaise with freelance multimedia contributors. We are looking for a creative thinker, with an eye for design and detail, who is excited about working closely with a diverse group of passionate colleagues.

### RESPONSIBILITIES:

- Producing well-researched and engaging content on a regular basis
- Some combination of the following, based on your skillset:
  - Podcast editing and production
  - Video editing and production
  - Photo selection and editing
  - Graphic design, including infographics and data visualization
  - Writing and editing
- Generating ideas for content, content distribution, and audience growth
- Entering content into the magazine's content management system



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- Tailoring content for social media
- Managing and liaising with internal and freelance contributors
- Other duties as assigned

### **REQUIREMENTS:**

- You are a gifted storyteller, no matter the medium.
- You have newsroom experience, or similar.
- You are a skilled user of a wide variety of tech tools and platforms, such as Adobe Premiere, Adobe Illustrator, Adobe Photoshop, Hindenburg, Drupal, Tableau, and Google Analytics.
- You have a track record of creating content that informs and performs.
- You know how to interpret data to improve content.
- You have Asia-related experience or expertise.
- You are an avid tracker of trends and innovations in digital media, particularly news platforms.
- You have used social media to successfully engage and build audiences.
- You possess the ability to simultaneously juggle many different tasks and projects.
- You are a proven self-motivated, self-sufficient, self-starter.
- You are a team player.
- You work hard, but also value a work-life balance, a good sense of humor, and the liberal sharing of baby photos (both human and fur).
- You have a passion for Asia and the mission of the Asia Society.

### **ABOUT ASIA SOCIETY**

The Asia Society, founded by John D. Rockefeller the 3rd in 1956, is a global non-profit dedicated to identifying future pathways for Asia and the world which enhance peace, prosperity, freedom, equality, and sustainability. Headquartered in NYC, with 15 centers located in Asia, the U.S. and Europe, the Asia Society has a dynamic and impressive board of trustees of more than 70 international leaders representing thought leadership in policy, the arts, education as well as in governance and philanthropy.

Asia Society is committed to creating a diverse, inclusive, and empowering workplace. We believe that engaging staff, interns, and volunteers with diverse backgrounds enables us to better realize our mission of navigating shared futures.



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Asia Society offers a generous benefits package including health, dental, and vision coverage, a 403(b) retirement plan, numerous paid holidays, tuition reimbursement, self-development hours, and more. Please visit [www.asiasociety.org/about/careers](http://www.asiasociety.org/about/careers) and click on “Employee Benefits” to view our full benefits summary

#### Benefit package highlights:

- An HRA plan (fully funded by Asia Society) supplements our medical plan and covers the full annual deductible.
- After 1 year of service (1,000 hours), Asia Society contributes 6% of gross earnings to an eligible employee’s 403(b) account, regardless of whether the employee makes their own contributions.
- Asia Society offers Self-Development time off, including Self-Development Summer Fridays between July 4<sup>th</sup> and Labor Day.

Asia Society is an equal opportunity employer. Women and people of color are strongly encouraged to apply.

#### **HOW TO APPLY:**

To be considered for this role, all interested applicants must submit a completed application to: [marketingjobs@asiaaociety.org](mailto:marketingjobs@asiaaociety.org)

A completed application must include:

- Resume or CV
- Cover Letter
- Salary Requirements
- Subject line including the job title