

**Asia Society**  
**NEWSLETTER JUNIOR EDITOR**

- Location:** Asia Society, New York Headquarters  
725 Park Avenue, NY, NY 10021  
**(Virtual until offices reopen)**
- Dates:** Spring/Fall 2021  
8 months
- Hours/Week:** 20 - 40  
Hours are flexible and depend on class schedule, course requirements (if applicable) and availability
- Compensation:** N/A; Course Credit optional

Working directly with the EVP/COO to publish an electronic institutional newsletter, the Junior Editor is responsible for ensuring timely delivery of the newsletter and that its content accurately reflects the mission and activities of Asia Society. Thus, the Editor must have a strong knowledge of Asia Society or a desire to learn.

**ABOUT ASIA SOCIETY**

Established in 1956 by John D. Rockefeller 3rd, we are the leading educational institution dedicated to promoting mutual understanding and strengthening partnerships across people, leaders, and institutions of Asia and the United States in a global context. Across the fields of arts, business, culture, education, and policy, we provide insight, generate ideas, and promote collaboration to address present challenges and create a shared future.

**ABOUT THE INTERNSHIP**

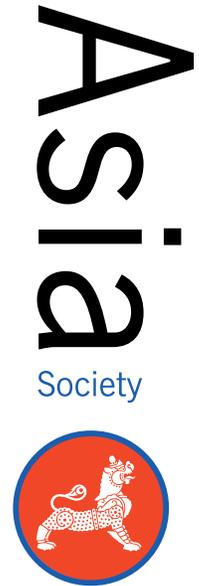
Asia Society takes great pride in nurturing the up-and-coming professionals of tomorrow. Through hands-on, students experience a unique opportunity to grow and polish their skills as well as gain meaningful, real-world experience in areas of planning and implementation. This internship will require:

- Creation of the newsletter
- Collect and edit articles for newsletter
- Collect photos
- Design newsletter layout.
- Meet production and email blast deadlines.
- Other tasks as needed

**Qualifications:** To be considered, the applicant must show:

- Writing and editing experience
- High levels of organization skill
- Ability to manage a project from start to completion
- Ability to work with others to communicate expectations, goals, deadlines, etc.
- Attention to detail, especially in editing, proofing.
- Proficient computer skills—use of Word, emailing, Internet.

**How to apply:**



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John D. Rockefeller 3rd

HONG KONG  
HOUSTON  
LOS ANGELES  
MANILA  
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MUMBAI  
NEW YORK  
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TOKYO  
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ZURICH

725 Park Avenue  
New York, NY 10021-5088  
Phone/Fax 212.288.6400  
[AsiaSociety.org](http://AsiaSociety.org)

E-mail, in a single PDF or Word file, with the subject line "**Asia Society Spring/Fall 2021 Newsletter Editor Internship**" to Mirza Burgos at [mburgos@asiasociety.org](mailto:mburgos@asiasociety.org)  
Cover letter, indicating your interest and qualifications for the internship and the days/hours you are available

- Resume/CV
- Writing sample

Asia  
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