

# Asia Society Intern Opportunity

**Location:** Asia Society NY  
**Department:** Events  
**Period of Internship:** Summer 2020

## **Announcement: Event Coordination & Digital Marketing Intern**

Asia Society's Events Department is seeking a creative, technically skilled, and customer service focused individual interested in digital marketing and event coordination. The Events Intern will learn how to enhance the department's Instagram page and digital marketing initiatives, as well as, plan, coordinate, and execute various types of events from start to finish.

As an Events Intern, you will be exposed to all facets of Asia Society's event operation, including marketing and outreach, logistics, venue preparation, and event setup. This internship allows an individual the opportunity to be both creative and analytical while assisting with projects that are essential to the success of the Department. Availability on nights and some weekends is essential.

Candidates are asked to commit to a minimum of 12 weeks.  
Schedule is flexible.

## **Education /prior experience most suited for this internship:**

Proficient computer skills including Microsoft Office, Google Platforms and Photoshop; skilled with social media platforms and photography; effective research, writing and communications skills; strong organizational skills; detail-oriented; ability to multi-task, perform well under pressure and adhere to deadlines in a fast-paced, entrepreneurial environment;  
Internship is nonpaid, but academic credit can be offered.

## **How to Apply:**

**Please email your cover letter and resume indicating intern title to:**  
**Ines Borromeo at [iborromeo@asiasociety.org](mailto:iborromeo@asiasociety.org)**

ASIA  
Society



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John D. Rockefeller 3rd

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