



Hong Kong Center

Founded in 1956 by John D. Rockefeller 3rd in New York, the Asia Society is a 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.

Asia Society Hong Kong Center is an affiliate of The Asia Society and is now looking for a high caliber candidate to fill the following position:

Communications Intern

Responsibilities:

- Report to Head of Communications
- Video production
- Video shooting/ filming
- Social media maintenance (creating visual content and writing posts on LinkedIn, Facebook, Twitter, Instagram)
- Website management/ design
- Media (database management, communication etc.)
- Any other duties assigned by supervisor

Requirements:

- Degree holder or above and in related discipline. Students majoring in Journalism, Communications, Creative Media would be an advantage.
- Good command in spoken and written English and Chinese (Cantonese and Mandarin)
- Good interpersonal, communication and organization skills
- Proficient in Microsoft Office (PowerPoint, Word, Excel and Outlook)
- Proficient in social media platform management
- Knowledge in photo-taking, design or video/ photo-editing software is an advantage

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Gallery and Exhibition Intern

Responsibilities:

- Focus on the various stages of exhibition planning
- Learn about the current exhibition
- Assist in the research and planning for exhibition captions, audio guide and docent tours
- Assist in thematic research on artists, art works and related education program content
- Proofread and edit exhibition(s) related publication materials
- Organize digital files of art works, installation views, event images and gallery-related files
- Optimize visual assets related to ASHK programs, events, and exhibitions for the web and for social media
- Assist with visual design and graphic layouts
- Assist with team projects and gallery operation as necessary

Requirements:

- Degree holder or above and in related discipline. Students majoring in Visual Arts, Fine arts, Cultural Management or Art History would be an advantage.
- Good command in spoken and written English and Chinese (Cantonese and Mandarin)
- Good interpersonal, communication and organization skills
- Proficient in Microsoft Office (PowerPoint, Word, Excel and Outlook)
- Proficient in design software (experience with Adobe Creative Suite is necessary)

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Programs (Business and Policy) Intern

Responsibilities:

- Report to Program Manager
- Conduct basic online research regarding information as assigned
- Assist in video filming and editing on ASHK's webpage and social media
- Utilize our content management system to design and publish on ASHK's webpage
- Draft and post country-related content on ASHK's content on ASHK's social media channels
- Additional related duties within the scope of the project as assigned

Requirements:

- Degree holder or above in related discipline, preferably in Business, Politics, Public Administration, International Relations or Social Science.
- A strong awareness and interest in public policies and business issues
- Good command in spoken and written English and Chinese (Cantonese and Mandarin)
- Good interpersonal, communication and organization skills
- Proficient in Microsoft Office (PowerPoint, Word, Excel and Outlook)

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Programs (Community/ Arts and Culture) Intern

Responsibilities:

- Research contents for community/ arts and culture (Films, Performing Arts, Literature, Cultures) for general audience
- Assist in company event report writing, news reporting (social media & blogs) and translation
- Assist in media relations
- Get familiar with different social media networks and generate ideas on promoting events
- Assist in the interview with key opinion leaders and or influencers in Asia
- Assist in youth program campaign, including content creation and management
- Assist in site-touring, school and community outreach
- Produce program-related marketing materials, and manage outreach of community/ arts and culture public programs
- Provide logistic supports for community/ arts and culture public programs
- Other community/ arts and culture public program-related assignments as required

Requirements:

- Degree holder or above in related discipline, preferably in Arts, Humanities, Education or Cultural Management.
- A strong awareness and interest in arts and culture
- Good command in spoken and written English and Chinese (Cantonese and Mandarin)
- Good interpersonal, communication and organization skills
- Proficient in Microsoft Office (PowerPoint, Word, Excel and Outlook)
- Experience in marketing, education or project management is an advantage

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Membership Intern

Responsibilities:

- Report to Head of Membership
- Digital marketing of membership
- Assist in event such as Book sale and other activities
- Membership administration
- Any other duties assigned by supervisor

Requirements:

- Degree holder or above and in any discipline.
- Good command in spoken and written English and Chinese (Cantonese and Mandarin)
- Good analytical, interpersonal, communication and organization skills
- Strong sense of responsibility
- Proficient in Microsoft Office (PowerPoint, Word, Excel and Outlook)
- Knowledge or experience in digital marketing is an advantage

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Human Resources Intern (Summer/ Winter term)

Responsibilities:

- Report to Human Resources Manager
- Assist in on-boarding and off-boarding
- Collect and follow up on timesheets and record for payment
- Prepare name badge
- Inform I.T. department for account set-up
- Prepare internship certificate
- Other HR related duties as assigned by supervisor

Requirements:

- Degree holder or above and in any discipline. Students majoring in Human Resources, Business Administration, Social Science or Humanities would be an advantage.
- Good command in spoken and written English and Chinese (Cantonese and Mandarin)
- Good analytical, interpersonal, communication and organization skills
- Strong sense of responsibility
- Proficient in Microsoft Office (PowerPoint, Word, Excel and Outlook)

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Development Intern

Responsibilities:

- Report to Head of Strategic Development
- Prepare a summary of corporate and individual donors
- Design and prepare brochure and booklet for upcoming Arts and Culture Fundraiser
- Collect data on artwork donations for auctions
- Look at previous Arts & Culture Fundraiser and collect best practices
- Source products for our online shop
- Any other duties assigned by supervisor

Requirements:

- Degree holder or above and in any discipline.
- Good command in spoken and written English and Chinese (Cantonese and Mandarin)
- Good analytical, interpersonal, communication and organization skills
- Strong sense of responsibility
- Proficient in Microsoft Office (PowerPoint, Word, Excel and Outlook)
- Knowledge or experience in fundraising events is an advantage

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Application Method

Applicants can send their applications to hrhk@asiasociety.org.