

Asia Society Internship Opportunity

Location: New York
Position: Graphics Intern
Posted: 1/8/10

Description:

The Communications Department is looking for a reliable and technically skilled volunteer intern. Self-starter with strong interest and abilities in graphic design and new media. Interest in Asia and Asia-related issues a plus.

Responsibilities:

Responsibilities include: design of various print materials, including advertisements, flyers, postcards. Preparing files for printing. Image/photography research. Additional administrative duties.

Requirements:

Familiarity with Adobe Creative Suite required as well as a basic knowledge of layout, form, and composition. A good sense of typography is recommended. Web experience, color-correcting, and retouching will be helpful.

Schedule:

Hours are flexible, but a minimum of three days a week (not necessarily full days) is required. Please indicate the days and hours you are available to work. This is an unpaid internship.

How to apply:

Please email your cover letter, resume and samples to:

Noopur Agarwal
Asia Society
725 Park Avenue
New York, NY 10021-5088

Fax: 212.794.1332
Email: noopura@asiasociety.org

No phone calls, please. Only those candidates considered for an interview will be contacted. If you submit your resume by email, please regard it as having been received unless your email is bounced back.

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WORLD HEADQUARTERS:
725 Park Avenue
New York, NY 10021-5088
Phone 212.288.6400
Fax 212.517.8315
www.asiasociety.org

Asia Society Internship Opportunity

Be sure to subscribe to eNews, our weekly email newsletter, to receive information on Asia Society programs and activities: asiasociety.org/eNews

The Asia Society is an equal-opportunity employer.

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