

## Asia Society Internship Opportunity

**Location:** New York  
**Position:** Marketing & PR Intern  
**Posted:** 1/8/10

### Description:

The Asia Society, a leading non-profit cultural and educational institution, seeks a marketing intern to provide support to the Department of Marketing and Advertising, Marketing and Communications Division.

### Responsibilities:

Responsibilities include updating programming information on websites; compiling program and museum data, proofreading/editing ads and other correspondence; conducting research on potential marketing venues; collaborating with other organizations and museums; general administrative support; and working on special projects.

### Requirements:

To qualify, you must be a team player, creative, enthusiastic, a highly poised individual with strong organizational skills, and have attention to detail. Excellent writing, editing, and communications skills are required. Solid PC skills are also a must and an interest in Asia is a plus.

### Schedule:

We are looking for someone who is currently a student in college and can devote a minimum of two full days per week. We are also looking for a commitment of one semester. This is an unpaid internship.

Asia  
Society



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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](http://www.asiasociety.org)

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### How to apply:

Please email your cover letter and resume:

Charlene Manuel  
Asia Society  
725 Park Avenue  
New York, NY 10021-5088

Fax: 212.794.1332

Email: [charlenem@asiasociety.org](mailto:charlenem@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.

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

*The Asia Society is an equal-opportunity employer.*

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