

## Asia Society Career Opportunity

**Location:** New York  
**Position:** Program Officer – Multimedia, Center in US-China Relations (Grade 5) – Code 118  
**Posted:** 5/14/10

### Purpose:

Manage the Center on US-China Relations' online content and work as part of a team to conceive and execute public programming.

### Responsibilities:

- Develop and manage online content for a new US-China focused website.
- Edit video content for the website.
- Manage and update the Center's *China Boom* website.
- Assist in the management of Chinese partnerships, including videographers in China.
- Help generate and commission content for website.
- Help conceive and execute public programming.
- Other duties as assigned.

### Requirements:

- College degree and 3-4 years related work experience preferred.
- Microsoft Office Suite, non-linear video editing software, video compression, Adobe Creative Suite, and working knowledge of web development techniques
- Image, video, and audio editing experience required.
- Experience working with Wordpress or other blog development software and/or work with content management system preferred.
- Knowledge of China and Chinese language skill required.
- Strong writing and editing skills.
- Excellent organizational skills with attention to detail, ability to manage multiple tasks, and work independently.

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### How to apply:

For positions in New York, please email your cover letter and resume indicating position reference code and salary requirements to: [chinacenterjobs@asiasociety.org](mailto:chinacenterjobs@asiasociety.org). Indicate job title in the subject line. Resumes without cover letters will not be accepted. No phone calls, please. Only those candidates considered for an interview will be contacted. Please regard your resume as having been received unless your email is bounced back.

Thank you for your interest in the position and Asia Society. Subscribe to *eNews*, our weekly email newsletter, and 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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