



asian cultural council
hong kong

**Asian Cultural Council Hong Kong (ACC HK)
Spring Internship Program 2024**

Description

This paid internship program is tailored to undergraduate students who aspire to pursue a career in arts administration, marketing, and cultural events.

As a student intern, you will be given tasks related to:

- Marketing & Corporate Communications
- Event Management & Fundraising Initiatives
- General Administration

During the program period, you will support the production of ACC publications, draft correspondences and marketing content, translate written materials, and assist with general office administration. You will gain hands-on experience in a small and dynamic arts organization, building relevant exposure, skills, and knowledge.

Qualifications & Requirements

- University students from all disciplines are welcome to apply, with a preference for sophomore and penultimate students
- A strong passion for the arts is highly valued
- Previous experience or coursework in arts, marketing, or related fields is a plus
- Proficiency in using Microsoft Office and Photoshop is preferred

To be successful in this position, it is important to possess a proactive and can-do attitude, demonstrate a keen attention to detail, and have strong proficiency in both English and Chinese languages. Being highly aware of and attentive to the arts and cultural field, and local art scene, is desirable.

Program Period

We are seeking candidates who can commit to two full weekdays per week from January to May 2024. Priority will be given to candidates who can maintain high availability during the peak season from March to April.

Location

ACC HK office in Sheung Wan, Hong Kong



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To Apply

Interested students are encouraged to submit their CVs, cover letter, and weekday availability to recruit@acc.org.hk as soon as possible.

Recruitment will be conducted on a rolling basis.

Please include "ACCHK Internship 2024" in the subject line of the email.

Enquiry

Gamily CHEUNG, Development Associate
2895 0407 / recruit@acc.org.hk

About Asian Cultural Council Hong Kong

ACC HK is a non-profit organization focused on supporting educational programs of cultural exchange for artists, architects, scholars, and arts professionals in Asia and the US. Since 1986, ACC HK has awarded more than 600 grants in 16 disciplines, principally to individuals and organisations from Hong Kong and China.