



Asian Cultural Council Hong Kong (ACCHK) Summer Internship Program 2024

Description

This paid internship seeks applicants interested in a career in arts grant-making, administration and cultural management. ACCHK provides fellowships in 16 different disciplines in the arts.

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

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

During the program period, you will support the creation of publications, draft correspondence 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 and above, 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 at least two full weekdays per week from June to August 2024.

Location

ACCHK office in Sheung Wan, Hong Kong

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

ACCHK 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, ACCHK has awarded more than 600 grants in 16 disciplines, to individuals and organisations from Hong Kong, Macau and China.