
Development Intern

Department Introduction

Asia Art Archive is a registered Hong Kong charity that relies on the generous support of government agencies, corporations, trusts and foundations, and private donors. The Development team is responsible for ensuring AAA receives adequate support through these funding sources to run daily operations, programmes, and special projects. As a Development Intern, you will gain a broad understanding of how a dynamic non-profit arts organisation operates.

Responsibilities

The Development Intern will assist in the coordination of programmes and events for AAA patrons. The intern will work closely with the team to produce the Spring Patron Newsletter, as well as manage the ongoing Adopt-a-Book programme. Finally, the intern will help plan and organise patron programmes for Art Basel in May. This internship experience will offer hands-on experience for anyone interested in patron management, fundraising, and arts administration work.

Requirements

- Excellent command of spoken and written English
- Working proficiency in Chinese is an asset
- Proficiency in Microsoft Word, Excel, and PowerPoint
- Self-motivated
- Good attention to detail
- Strong organisational skills
- Interest in and knowledge of the arts in Hong Kong and Asia
- Duration: Part-time commitment from February to May 2021 (2–3 days per week, 24 days in total).

Application

Please return a copy of the internship application form and a CV (both in English) to learn@aaa.org.hk by **Friday, 8 January 2021**.

Only shortlisted candidates will be contacted.

For questions or enquiries about the Internship Programme, please contact Samantha Kwok at samantha@aaa.org.hk or +852 2844 1126.