

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 and remains financially sustainable.

Responsibilities

The Annual Fundraiser in November is an important source of support for AAA, raising around a third of our annual budget. In July and August, the Development Intern will work closely with the Development team to conduct artist and artwork research for our fundraiser auction, help organise and execute patron events, and assist with writing the Summer Patron Newsletter. From September, they will support auction catalogue production, artwork logistics, artwork installation, event production, and event operations during the auction preview and fundraiser dinner. It will be a hands-on experience for anyone interested in working in arts administration and events management.

Requirements

- Excellent command of spoken and written English; experience in copywriting and proofreading is an asset
- Working proficiency in Chinese is an asset
- Proficiency in Microsoft Word, Excel, and PowerPoint
- Experience working with Photoshop, InDesign, or Canva is an asset
- Experience in an administrative or patron-facing role is an asset
- Self-motivated, proactive, fast-learner, and adaptable
- Capable of working independently
- Good attention to detail
- Strong organisational skills
- Interest in and knowledge of the arts in Hong Kong and Asia
- Duration: Part-time commitment from June to November 2025 (**2–3 days per week, 45 days in total**). The intern will be required to work extra hours during the auction preview in November, and on 15 November for the fundraiser dinner.

Application

Please return a copy of the internship application form and a CV (both in English) to learn@aaa.org.hk by **Friday, 6 June 2025**. Please note that we do not provide visa support for this position and only shortlisted candidates will be contacted.

For questions or enquiries about the Internship Programme, please contact Jocelin Kee at jocelin@aaa.org.hk or +852 2844 1112 (Ext.150).