



Events & Communications Administration Internship [2027 January - May]

Asian Cultural Council Hong Kong seeks an intern to support events and communications initiatives, as well as day-to-day office administration

Commitment

The role requires the intern to work at least two full weekdays per week from 2027 January to May, with potential extension

Responsibilities

- Assist with general administrative tasks
- Assist with event planning and onsite coordination, attendance during the 2027 March art week is crucial
- Provide marketing and corporate communications support by drafting correspondences, designing promotional materials, translating written materials, and producing social media posts
- Monitor and analyze social media metrics

Qualifications

- University student or recent graduate
- Experience or coursework in the arts, marketing, event management or related fields, preferred
- Strong understanding of social media platforms (e.g. Instagram, LinkedIn, RedNote, etc.) and trends
- Strong spoken and written English and Chinese
- Proactive, organized, with great attention to detail, and able to work independently
- Good design and graphic design skills (e.g., Canva, Adobe Creative Suite) will be an advantage
- Passion for the arts is a big plus

To Apply

- We encourage interested candidates to apply via this Google Form (<https://forms.gle/gVin1nN5duAidXzp8>, sign-in required) **by September 27, 2026**
- Application materials: 1) 30-second video in English on past experience; 2) CV; 3) Cover Letter; 4) Portfolio (optional, max. 4 pages)
- File naming format: Last Name, First Name_File Name (Example: Smith, Jane_Video)

Inquiry

acc@acc.org.hk

About ACC Hong Kong

ACC Hong Kong is a nonprofit organization focused on supporting educational programs of cultural exchange for artists, architects, scholars, and arts professionals within Asia and to the U.S. Since 1986, ACC Hong Kong has awarded more than 600 grants in 16 disciplines, to individuals and organizations from Hong Kong, Macau, and Mainland China.

The Intern will play an essential role in promoting ACC Hong Kong's mission and programs by creating marketing content and supporting key events. You will gain valuable hands-on experience in arts administration and event execution at a small and dynamic arts organization through this paid internship.