



Asian Cultural Council Hong Kong (ACC Hong Kong)  
Development Intern 2025

### Description

ACC Hong Kong is a non-profit organisation focused on supporting educational programmes 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 organisations from Hong Kong, Macau, and Mainland China.

The Development Intern will play an essential role in our upcoming fundraising dinner on 12 April, 2025, supporting the team with various event management and administrative tasks to ensure the dinner and auction runs smoothly. You will gain valuable hands-on experience in event and auction management, fundraising, and arts administration at a small and dynamic arts organisation through this paid internship.

### Responsibilities

- Assist with event planning, production and operation leading up to and during our fundraising dinner and auction.
- Support with managing the solicitation, presentation, and delivery of auction items.
- Provide marketing and corporate communications support by drafting correspondences, designing promotional materials, translating written materials, and producing social media posts.
- Assist with general administrative tasks, such as updating our patron database, as needed.

### Qualifications

- University student or recent graduate
- A strong passion for the arts is highly valued
- Previous experience or coursework in arts, marketing, or related fields is a plus
- Strong command of spoken and written English and Chinese
- Proactive, organised, good attention to detail, and able to work independently
- Proficiency in using Microsoft Office, Photoshop, and Canva is preferred

### Commitment

We are seeking candidates who can commit to at least two full weekdays per week from 1 March–30 April. Full-day availability is required on 12 April.

### To Apply

Interested candidates are encouraged to submit their CVs, cover letter, and weekday availability to [program@acc.org.hk](mailto:program@acc.org.hk) **by 26 February, 2025**.

Please include "ACC Hong Kong Development Internship 2025" in the subject line of the email.

### Enquiry

Crystal Li / Special Projects  
2895 0407 / [program@acc.org.hk](mailto:program@acc.org.hk)