DIGITAL MEDIA INTERNSHIP

POSITION: Internship or Volunteer position (unpaid, college credit, other benefits available)

DATES: August 2017 - November 2017 (longer or shorter periods available)

JOB DESCRIPTION: International Secret Agents (ISA) is seeking creative and self-motivated candidates to assist with operations and digital media for ISAtv. Participants will be exposed to an exciting and fast-paced work environment where they will be able to contribute to the growth of the company through event planning, content curation, media management, public relations management, marketing assistance, and operations administration.

These are unpaid positions. Scheduling is flexible, but maintaining some hours between Mon-Fri during daytime business hours is important. The position is best suited for someone who holds a strong interest and has experience in Public Relations, Digital Media, Marketing, Community Outreach, and Web 2.0 Culture.

BENEFITS: This position offers a unique opportunity for experience and participation with one of the fastest growing and most influential new media arts and events companies in North America. This will act as a great platform for networking and provide valuable experience for those aspiring to participate in the entertainment, online, concert/event, and new media career paths. Internship will start with a 1-month probationary period with the chance to extend upon review with opportunities to grow with company including contracted pay for work when/and if available.

DESIRED QUALIFICATIONS: An ideal candidate would possess the following skills and traits:

- Holds a Strong Interest in Asian Pacific American Culture, New Media, and Entertainment
- Excellent Communication and Written Skills
- Strong Interest in Blogging + Social Media
- Strong Ability to Meet Deadlines
- Proficiency in Microsoft Office, Excel, Google Docs, and related software
- Background in Editing a plus
- Background in Website Coding a plus
- Basic Knowledge of HTML, CSS, and JavaScript
- Familiarity of Databases and Wordpress Integration preferred
- Lives in Los Angeles County or can easily Travel to Los Angeles County
- Ability to Work as a Part of a Larger Team

This position is open to applicants ages 18+ (you do not have to be a student to apply).

TO APPLY: Send cover letter, resume, portfolio/ reel/ design/ website coding samples, and any other supporting material to Jobs@ISAStaff.com with “ISA Digital Media Internship” in the email subject line. International Secret Agents is an equal opportunity employer and encourages qualified candidates from all backgrounds to apply.

ISAtv (International Secret Agents) is the premier online platform for Asian Pacific American (APA) culture, lifestyle, and entertainment. Founded in 2008 by pioneer APA innovators, Wong Fu Productions (2.5 Million+ YouTube Subscribers) and Far East Movement (1st Asian American group to land a #1 Billboard Chart Song, “Like a g6”). Throughout year ISA focuses on producing online digital content, live events, and elevating talent within the Asian Pacific American community.