

Regulatory Assistant Intern – Asia Video Industry Association (AVIA)

Job Summary:

The Asia Video Industry Association is currently recruiting to fill a one-year paid internship position in its Hong Kong office. The job of the Regulatory Assistant Intern is to assist AVIA's Policy Team with conducting advocacy work on behalf of AVIA member companies. This involves liaising with AVIA members and regional governments, researching regional regulatory policy and tracking any developments, and providing administrative support by organizing meetings and outreach events. Many of the position's specific tasks and responsibilities depend on current industry developments and changes to regional policy.

The job provides a front row seat into the changing video industry in Asia. With more and more consumers in Asia watching content online, the industry is racing to keep up. The changes affecting the industry – and the gradual emergence from the COVID pandemic – will have a strong effect on the intern's role and activities.

Organization Overview:

The Asia Video Industry Association (AVIA) is the trade association for the video industry and ecosystem in Asia Pacific. It serves to make the video industry stronger and healthier through promoting the common interests of its members. Understanding global trends in media, AVIA is focused specifically on addressing issues in the video markets of Asia.

AVIA represents the interests of its member companies and advocates on their behalf to governments and trade organizations. It also informs its members about industry developments and changes to policy through conferences, roundtables, newsletters and publications, and provides its members with networking opportunities.

For more information on AVIA please visit: <https://avia.org/about/>

Job Description:

Responsibilities

3 Key Areas: Advocacy, Research and Administrative Support

- Research industry conditions and monitor regulatory developments in surrounding markets; keep AVIA members informed about any new regulatory happenings
- Organize bi-monthly AVIA committee meetings for legal and regulatory experts in HK and other locations around Asia
 - Arrange meeting logistics with venue staff
 - Prepare necessary meeting documents and PowerPoint presentations
 - Send invitations and manage attendance lists
 - Set up and broadcast virtual meetings using the relevant video conferencing software
 - Take notes and prepare a meeting summary to be sent out to members
- Take a key role in organizing the Policy Roundtable at the annual Asia Video Summit
 - Send invitations to government officials and industry executives
 - Liaise with government agencies and distinguished guests to arrange travel plans and accommodation
 - Coordinate with venue staff to arrange roundtable logistics

- Prepare materials for the roundtable, including an agenda, floorplan, name tags etc.
- Track expenses and produce a final budget
- Manage follow-up tasks, including updating contact database in customer relations management (CRM) software, sending post-event updates to participants, etc.
- Assist with the organization of other major AVIA/industry events
- Monitor news developments and contribute to bi-weekly newsletter ("[Policy & Piracy Newsletter](#)") and occasionally act as editor
- Edit and proofread AVIA publications, including country reports, press releases, and various research studies

Required Skills

- Excellent written and oral communications skills
- Ability to take initiative, and work confidently with minimal direction
- Motivated and quick learner, with a keen interest in government relations, economic policy, and media industries
- Good organizational skills and attention to detail
- Strong interpersonal skills

Additional Skills (Desirable but not required)

- Proficiency in an Asian language, especially Mandarin or Cantonese

Please send expressions of interest to clare@avia.org .