

## **Regulatory Assistant Intern (May 2025 - May 2026)**

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

The job provides a first-row view into the changing video industry in Asia. With more and more Asian consumers watching video products online, the industry is racing to keep up. The changes affecting the industry – given the advent of technology – will strongly affect the intern's role and activities.

### **Responsibilities**

#### **3 Key Areas: Advocacy; Research; and Administrative Support**

- Research industry conditions and monitor regulatory developments in surrounding markets; and keep AVIA members informed about any new regulatory happenings
- Organise quarterly online/in-person AVIA committee meetings for legal and regulatory experts in HK and other locations around Asia, including sending invitations and managing the attendance list
- Arrange meeting logistics with venue/ events staff for in-person meetings
- Prepare necessary meeting documents and PowerPoint presentations
- Take notes and prepare meeting minutes to be sent out to members
- Take a key role as the Policy Roundtable Coordinator in organising the annual Policy Roundtable at the AVIA Asia Video and OTT Summit in December
  - 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, such as updating the contact database in the Customer Resource Management (CRM) software, sending thank you letters to participants, etc.
- Assist with the organisation of other major AVIA/industry events
- Monitor news developments and contribute to bi-weekly newsletter ("Policy & Piracy Newsletter"), occasionally acting as editor
- Edit and proofread AVIA publications, including country reports, press releases, and different research studies
- Maintain contact database in the CRM

### **Required Skills**

- Excellent English written and oral communication 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 organisational skills and attention to detail
- Strong interpersonal skills

### **Additional Skills** (Desirable but not required)

- Proficiency in an Asian language, especially Mandarin or Cantonese

Send your cover letter, resume and a writing sample to [shahira@avia.org](mailto:shahira@avia.org). Please be sure to include two references when applying.

### **Note:**

The work visa only covers current undergraduates and requires the regulatory assistant to return for their studies after the internship.

On top of the monthly salary, the association covers medical insurance after the 3 months probationary period and applies for the selected candidate's training visa in Hong Kong. Please note that the visa would normally take 4 to 8 weeks to process.