

ASIA LEAGUE LIMITED

SUMMER INTERNSHIP – JOB DESCRIPTION

POSITION: Intern

REPORTS TO: Event Coordinator

LOCATION: Hong Kong (Preferable), China possible on discussion

DATES: Preferred dates are May – end of September, but other dates are open for discussion

ABOUT ASIA LEAGUE LIMITED:

Asia League is Asia's offseason competition platform for club basketball. Our mission is to raise the level of basketball in Asia through the delivery of high-level club to club basketball tournaments, featuring teams from the top leagues in Asia: CBA (China), B.LEAGUE. (Japan), KBL (South Korea), PBA (Philippines), SBL (Chinese Taipei), and ABL.

These multi-event basketball exhibitions attract thousands of spectators, drawing on the die-hard fan-bases and vast regional populations, and are promoted and broadcast across Asia, tapping multiple fan-bases and reaching millions of viewers a year.

ASIA LEAGUE INTERNSHIP:

Interns have the opportunity to work on large-scale tournaments engaging with industry professionals, including professional basketball players, to shape the future of basketball and gain a unique blend of sports, events and marketing experience.

Interns are responsible for assisting and participating in the day-to-day implementation, operation and analysis for Asia League's 2019 events, as well as supporting the planning for 2020. This opportunity allows young professionals to learn and be exposed to client interface and management, hands-on event planning and implementation, elite sports team tournament logistics and live sport event operations.

The internship requires a great deal of organizational skills, a strong independent work ethic and tech-proficiency. To be successful in this position, Interns must perform each duty in an efficient and quality manner. Interns must be team players, working with the wider Asia League event team and its suppliers, ensuring deadlines are met. Additionally, Interns must have strong attention to detail and work well under pressure. Depending on the performance of each Intern, individuals will be considered for full-time employment.

Time commitment: 40 hours a week, with the possibility to work after-hours and on weekends, particularly in the run-up to each event. Onsite presence in Macao preceding and for the duration of each tournament is compulsory (accommodation and expenses etc for this period onsite will be covered).

RESPONSIBILITIES:

- Support on event logistics and operations, mainly focusing on accommodation, F&B or transportation arrangements including preparing schedules and briefs, tracking changes and updating schedules or master lists as changes come in
- Brainstorm ideas, assist with in-game entertainment programme
- Assist on basketball team practice arrangements and provide on-site support
- Assist on logistics and operation for side events (fans activation, coaching clinic etc.)
- Assist with planning and implementation of local marketing and promotions
- Day-to-day execution of local grassroots engagements and digital projects
- Other ad hoc tasks are required

REQUIREMENTS:

- Pursuing or completed undergraduate degree
- Fluent in Mandarin, proficient English required; Japanese, Korean or Tagalog desired
- Strong interest in, or a good understanding of basketball or sports events
- Computer and tech-savvy, proficient knowledge of Microsoft Office
- Social media savvy
- Good written and verbal skills
- Team player



- High attention to detail
- Excellent communicator
- Ability to work in Hong Kong preferred; mainland China a possibility

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

