



## **GATEWAY HOUSE INTERNSHIP PROGRAMME**

**Location:** Mumbai, India

**Length of Internship:** Flexible (**minimum 90 days**)

**Stipend:** Rs. 5000 per month

Gateway House: Indian Council on Global Relations is a foreign policy think-tank established in 2009, to engage India's leading corporations and individuals in debate and scholarship on India's foreign policy and its role in global affairs. Gateway House executes its mission through a comprehensive website (<http://www.gatewayhouse.in>), a robust membership and meetings programme, and the studies programme. The intern will work with any of the departments mentioned below

### **EDITORIAL AND CONTENT**

A comprehensive website is the primary outreach of the institute, and contains local and global writing on India's foreign policy. It is frequently visited by the foreign policy community in India and abroad, and aims to be a resource for researchers, students, media and policy makers.

In consultation with the Digital Media & Content Manager, the intern will manage, update, and maintain the content on our website.

#### **Responsibilities & Expectations:**

- Research and identify topics for content building for our digital platforms. This will be done independently and collaboratively with the content team and the research department
- Identify new contributors for the Gateway House Website
- Research on the calendar of global events, and conferences, relevant to India and the world
- Assist in editorial functions and ensure that articles are appropriately factchecked
- Assist in the compilation of analytics on Gateway House Digital activities and formulate plans for widening the reach and audience of all of Gateway House's research
- Promote Gateway House research and content across various social media platforms

### **OPERATIONS**

**Membership:** Gateway House is a membership based organization. Corporates, academic institutions, NGOs and individuals can become our member. On becoming members, they can attend our events and also access Gateway House research papers and publications.

**Meetings:** Gateway House lays great emphasis on hosting events with experts and opinion leaders. We host foreign dignitaries, former ambassadors, scholars, etc. Through dialogue and debate, we hope to achieve our objective of encouraging corporates and individuals to assess and better understand India's foreign policy and its role in global affairs.

**Outreach:** In order to provide our members with incisive analysis of key developments in the world, Gateway House actively engages with scholars and key institutions.

#### **Responsibilities and Expectations:**

- Database management covering membership, meetings, events, sponsorship, government, media, etc.
- Assist in organizing and arranging Gateway House events, meetings, roundtables, interactions and conferences, specifically maintaining calendars, databases, logistical information, creating content for

meetings, developing agendas, working closely with Gateway House experts and seniors from the Executive

- Assist with sending out save the dates, formal invitations, agenda formats and organizing refreshments in line up to Gateway House events and meetings.
- Assist with key outreach activities, including media engagements, maintenance of outreach databases, drafting press material, identifying opportunities to engage with students and other stakeholders
- Contribute to business development including identifying new members, partnership opportunities, media interactions, etc.
- Contribute to general administrative tasks

## RESEARCH

Gateway House's Studies Programme is at the heart of the institute's scholarship, with original research by global and local scholars in Geoeconomics, Geopolitics, National Security-Ethnic Conflict-Terrorism, Maritime Security, Democracy and Nation-building, BRICS & Bilaterals, Science-Technology-Innovation, Energy and Environment, Foreign Policy Analysis.

In consultation with the Head of Research and the Research Office, the intern will identify, plan and execute research on topics related to Gateway House's priorities.

### Responsibilities and Expectations:

- Undertake various primary research tasks, conduct historical analysis and locate relevant literature for Gateway House's Studies Programme;
- Attend meetings and other programs on foreign policy issues; represent Gateway House at public events;
- Interview Indian foreign policy and corporate business leaders; incorporate findings and recommendations into strategic reports;
- Conduct educational outreach and marketing to Indian universities, government officials and community leaders; promote Gateway House via internet and social networking sites;
- Contribute to general administrative tasks;
- Bi-monthly review sessions to review progress on tasks assigned and goals;
- Final presentation to the Gateway House management, of internship accomplishments and feedback;
- Those graduate students with existing Masters thesis or research projects: subject matter should dovetail with Gateway House focus areas, and research subjects should have been identified prior to the start of the internship.
- Promote Gateway House via internet and social networking sites

### Qualifications:

- Bachelor's degree in international affairs/public policy/political science/economics/history/journalism and communication (**required**)
- Current Master's degree students are preferred
- Excellent organizational and writing skills
- Resourceful, attention to detail, self-starter, motivated, ability to work independently
- Strong Microsoft Office skills, knowledge of designing software a plus

Please submit a C.V., a covering letter indicating your interest in Gateway House and motivations for working with us, and a recent short writing sample. Once we review these documents internally, we'll contact you for an interview (in person if you're in Mumbai), or over the telephone.

**Your application should be emailed to [jobs@gatewayhouse.in](mailto:jobs@gatewayhouse.in) with the subject "Internship Application - YOUR NAME"**