

## **GATEWAY HOUSE INTERNSHIP PROGRAMME**

**Location: Mumbai, India**

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

**Stipend: Rs. 5,000 per month (for bachelor's degree-holders); Rs. 7,500 per month (for postgraduate degree-holders)**

[Gateway House: Indian Council on Global Relations](http://www.gatewayhouse.in) 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.

Our expertise lies in energy & environment, geopolitics, geoeconomics, trade and investment, connectivity, Bombay history, Indo-Pacific, space and ocean studies, international law, digital economy, national security and multilaterals like G20. The intern will work with any of the departments mentioned below:

### **EDITORIAL AND CONTENT**

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.

### **OUTREACH**

Responsibilities and Expectations:

- Database management covering membership, meetings, events, sponsorship, government, media, etc.
- Promote Gateway House research and content across various social media platforms.
- 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.

## **RESEARCH**

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 an existing Master's 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.

## **Qualifications:**

- Bachelor's degree in international affairs/political science/economics/history (required)
- Graduate students with a master's degree 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. and 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**"