

BRAC Internship Description

Programme/Enterprise: Communications

Project/Unit: Sir Fazle Hasan Abed Knowledge Hub

Duration: 3 Months

Application Deadline: 28.04.2026

Starting Date: 10.05.2026

Location (Office & Floor): BRAC Head Office. BRAC Centre, 75 Mohakhali, Dhaka 1212.

Working Hours: 8 Hours

Monthly Stipend: BDT 8000

Programme/Enterprise Description.

BRAC Communications aims to promote, protect and enhance BRAC's image actively through strategic communication. It also fosters innovation and synergy at BRAC by facilitating an effective exchange of ideas and information, both internally and externally. The department maintains consistency of all external communications, facilitates knowledge-sharing and employee engagement, and ensures brand consistency within the organisation. It is committed to continuously develop channels and capacity within the organisation and to innovate different modes of activities to promote better understanding of BRAC, raise its global profile and build a common platform where BRAC's mission, vision and values can be shared across boundaries.

Project/Unit Description

Sir Fazle Hasan Abed Knowledge Hub aims to provide development practitioners, researchers, educationists, students, and all those who seek to create long-lasting, positive changes through economic and social programmes, with a platform for learning, engagement, and sharing of ideas.

The concept of the hub can inspire manifold and collective interpretations:

HUB as a connector between the legacy of Sir Fazle Hasan Abed and the next generation.

HUB as a melting pot of innovative thoughts and ideas.

HUB as a platform to galvanise the spirit of changemakers.

HUB as a generator of a prospective breed of activists.

In addition to the permanent exhibition showcasing the life and works of Sir Fazle, the Knowledge Hub will feature a library housing around 8,000 books. It will also include a multi-purpose area for talks, dialogues, storytelling sessions (following the human library format), and small exhibitions with multimedia projection facilities. Moreover, it will include Oral History Documentation (OHD), where interviews with key stakeholders who are related to BRAC or were with BRAC from its beginning will be documented to preserve and reinvent the history of BRAC and Sir Fazle Hasan Abed.

The construction of the Knowledge Hub is in progress. At the same time, there exists a wider necessity to generate thoroughly researched and well-written content for the Knowledge Hub, aiming to create an immersive and compelling visitor experience.

Purpose of Internship (including learning outcomes)

The purpose of this internship is to support the oral history documentation process by ensuring high-quality transcripts, accurate subtitles, and organised archival media. The intern will contribute to preserving BRAC's legacy through careful editing, formatting, media selection, and digital archiving. This role is ideal for candidates passionate about storytelling, history, and knowledge preservation.

By the end of the internship, the intern will be able to:

- Understand the fundamentals of oral history and its role in preserving institutional memory.
- Develop advanced proofreading, formatting, and content-editing skills.
- Learn to manage media files, subtitle editing, and storage systems.
- Gain insight into ethical storytelling and the technical standards of archiving.
- Collaborate with researchers, editors, and multimedia teams in a professional setting.

Intern's Responsibilities:

- Craft transcripts and subtitles in English and Bangla for the project interviews
- Proofread and edit transcripts and subtitles to ensure accuracy and consistency.
- Review and ensure alignment and correctness of subtitles in recorded video content.
- Maintain standard formatting and structure of all documentation materials.
- Assist in curating images that best represent the interview subjects for use in videos or promotional materials.
- Create compelling copy, captions and content tailored for various platforms and audience
- Any task assigned by the supervisor.

Requirements

- Educational Background
 - Level: Undergraduate/graduate student or recent graduate
 - Subject: English, Social Sciences, Communications, Media Studies, or a related field.
- Language Proficiency
 - Bangla (written/spoken): Fluent
 - English (written/spoken): Fluent
- Knowledge/Skills/Competencies:
 - Extensive background in crafting, editing and proof-checking transcriptions and subtitles

- Background in content writing with proven ability to craft clear, engaging and impactful copy
- Strong command of English and Bangla; excellent proofreading and editing skills.
- High attention to detail and ability to follow formatting protocols.
- Basic understanding of subtitles and video formats is an advantage.