



香港藝術節協會有限公司 Hong Kong Arts Festival Society Ltd

The Hong Kong Arts Festival is a non-profit organization committed to enriching the cultural life of the city. It presents around 130 performances by top local and international talent in February and March each year, and organises a wide range of auxiliary and educational events.

Suitable candidates are invited to apply for the following:

English editor (half-time)

Responsibilities:

- writing, translating, editing and proofreading texts for bilingual Festival print publications, marketing and communication materials, web and social media content;
- working closely with various departments to ensure consistency in content and language;
- Clear communication with internal and external stakeholders including writers, translators, designers and other colleagues
- Assists with other tasks and special projects as assigned
- Management and scheduling of editorial workflows, including line management of assistant editors

Qualifications:

- Excellent English skills
- Knowledge of Chinese and Chinese to English translation skills is an advantage
- Recognised degree or equivalent
- Outstanding organisational and time-management skills
- Meticulous proof-reading and editing skill
- Calm working under pressure and to tight deadlines
- Wide knowledge of and passion for the performing arts
- At least 3 years of relevant experience
- Previous editorial and line management experience is an advantage

Please apply before 31 October 2020 with full resume stating current and expected salary, and a covering letter outlining skills and experience which are relevant to the above requirements and the fulfilment of the HKAF's mission.

Applications should be sent by mail to Office Manager, Hong Kong Arts Festival Society Ltd, Room 1205, Hong Kong Arts Centre, 2 Harbour Road, Wanchai, Hong Kong or by email through hr.recruit@hkaf.org.

HKAF is committed to equal opportunity employment.

(All personal data collected will be used for recruitment purposes only.)