



Fine Art Asia is recognised by the international art world as Asia's leading fine art fair. On show are museum-quality artworks spanning over 5,000 years of cultural history, from ancient Chinese bronzes through to contemporary art. Fine Art Asia is the only fair in Asia to showcase a wide range of collectible fine art from Asia and the West. For further information, please visit www.fineartasia.com

Fair Organiser: Art & Antique International Fair Ltd. 國際藝展有限公司

Marketing Assistant

2-month contracted position (the exact working period is negotiable)

Office: 1802-03/Rm, 18/F, Shun Kwong Commercial Building, 8 Des Voeux Road West, Sheung Wan, Hong Kong

Job Description

Fine Art Asia is an international art and antique fair which takes place at Hong Kong Convention and Exhibition Centre every October. Our exhibitors are antique and art galleries mainly from Hong Kong, Asia, and Europe.

- Responsible for organising and implementing marketing materials, as well as the fair VIP Programme
- Liaise with internal and external parties to ensure effective implementation of the marketing campaigns
- Translate marketing collateral to Chinese or English
- Compose and manage the posting of social media content on Instagram, Facebook, Xiaohungshu, and Wechat
- Provide administrative support for the sales and marketing team
- Assist the Manager in the daily coordination and administrative work
- Perform other duties as assigned

Qualification and Requirements

- Degree holder in marketing, communication, translation, or art-related disciplines
- Fresh graduates are welcome. Remuneration will be commensurate with experience
- Highly self-motivated, proactive and able to work independently
- Strong command of spoken and written English and Chinese
- Flexible, detail-oriented, and able to manage multiple tasks effectively
- Proficient in MS Office; experience with video editing and Adobe Creative Suite (Illustrator, Photoshop, etc.) is an advantage
- Immediate availability is preferred

To apply, please send your resume to Vicky Li, Senior Manager, at vicky@aaifair.com.

Shortlisted candidates will be invited for a face-to-face interview.

For enquiries, please call +852 3107 2003. We look forward to receiving your application.