



Content Executive (Contract, Oct-Mar, 2025)

ABOUT ART CENTRAL

Art Central, a cornerstone event of Hong Kong Art Week, showcases the next generation of talent from Asia's most innovative galleries alongside distinguished artists from around the world. Presented in partnership with United Overseas Bank (UOB), Art Central will return to its home on Hong Kong's iconic Central Harbourfront on 26 – 30 March 2025. The upcoming edition will be staged in an architect-designed, purpose-built structure overlooking Victoria Harbour, conveniently situated in the heart of the city's business district within walking distance of Art Basel at the Hong Kong Convention and Exhibition Centre.

JOB SUMMARY

Reporting to the Marketing Manager, the Art Central Content Executive will support content management and highlight artwork for the upcoming fair. This position requires strong attention to detail, knowledge of art and copywriting skills. Candidates must demonstrate motivation, diligence, and responsibility for all materials they oversee while adhering to the company's business guidelines.

DUTIES

- Manage all exhibitor-related content, copy, images, copyrights and other programming materials, including image library and copyrights.
- Work closely with relevant teams on the content and production of EDMs, social media and other marketing collaterals
- Support exhibiting galleries and programme partners fully in all promotional and publicity efforts
- Ensure timely and accurate content updates on all platforms
- Assist on-site at the Fair in any capacity as determined by the Employer

REQUIREMENTS

- Degree in Communication or Marketing with 2-3 years of working experience, preferably in the art industry
- Solid experience in social media and digital content creation
- Native-level fluency in written and spoken English and Chinese (Cantonese and Mandarin)
- A passion for writing and the ability to produce creative and compelling copy to tight deadlines
- Willing to work irregular hours

This contract position runs from October 2024 to March 2025, and the candidate must be available from 14 – 30 March 2025 (inclusive + including weekends).

It's a fantastic opportunity for someone looking to advance their career in the art industry while enjoying a dynamic and exciting work environment. To apply, kindly send your cover letter, CV and expected salary to Veni Wan at veni@artcentralhongkong.com.