



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

**The Hong Kong Arts Festival (HKAF)** is a non-profit organisation committed to enriching the cultural life of the city. It presents more than 100 performances by top local and international artists 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 position:

### **English editor (part-time, December-March)**

#### **Responsibilities:**

- Working two days per week during the Festival period from December 2023 to March 2024
- Writing, translating, editing and proofreading text for bilingual Festival print publications, marketing and communication materials, and 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
- Assisting with other tasks and special projects as assigned
- Management and scheduling of editorial workflow, including line management of assistant editors

#### **Qualifications:**

- Excellent English skills
- Knowledge of Chinese and Chinese-to-English translation skills an advantage
- Recognised degree or equivalent
- Outstanding organisational and time-management skills
- Meticulous proof-reading and editing skills
- Ability to work under pressure and tight deadlines
- Wide knowledge of and passion for the performing arts. Familiarity with classical music is a plus
- At least three years of relevant experience
- Previous editorial and line management experience an advantage

Please apply before **20 November 2023** with full résumé, stating current and expected salary, and a cover letter outlining skills and experience relevant to the above requirements and the fulfilment of the HKAF's and No Limits' mission.

Applications can be sent by mail to Office Manager, Hong Kong Arts Festival Society Ltd, Room 1205, Hong Kong Arts Centre, 2 Harbour Road, Wan Chai, Hong Kong, or by email through [hr.recruit@hkaf.org](mailto:hr.recruit@hkaf.org).

The HKAF is committed to equal-opportunity employment.

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