



## 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 organisation 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.

**No Limits** is a project co-presented by the Hong Kong Arts Festival and The Hong Kong Jockey Club Charities Trust. Launched in 2019, **No Limits** strives to create an inclusive space for people with different abilities to share the joy of the performing arts together.

Suitable candidates are invited to apply for the following:

### **EDITOR (8 months contract)**

The Editor will be responsible for the day-to-day management of all editorial and publication tasks and delivered to high standards and deadlines.

#### **Responsibilities:**

1. Commissioning, writing, translating, editing and proofreading texts for bilingual print publications, marketing and communication materials, web and social media content; ensuring consistency in content and language
2. Management and scheduling of editorial workflows
3. Clear communication with internal and external stakeholders, including writers, translators, designers, printers, senior management and other colleagues
4. Undertaking administrative duties, budget management and working within the Festival's existing financial procedures, including efficient and accurate processing of invoices, raising quotation orders and keeping expenditure records in project budgets

#### **Qualifications and requirements:**

1. Recognised degree or equivalent
2. Excellent written Chinese and English, English to Chinese translation, proof-reading and editing skills
3. Outstanding organisational and time-management skills, ability to work under pressure and to tight deadlines
4. Knowledge of art, culture and performing arts is a definite advantage
5. At least five years of relevant experience in journalism, publications, translation, copywriting and editorial work



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Please apply before **27 July 2024** with full résumé stating current and expected salaries, and a covering letter highlighting skills and experiences relevant to the above requirement and fulfilment of the HKAF's mission.

Applications should be sent by mail to Human Resources and Administration 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).

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

The HKAF is committed to equal opportunity employment.