

Hong Kong Dance Alliance Limited

The Hong Kong Dance Alliance is seeking a motivated and detail-oriented **Editorial Coordinator** (full time) to support the production of our flagship publication *dance journal/hk* and contribute to our growing digital presence. This is an excellent opportunity for a recent graduate or early-career professional passionate about dance, writing, media, and community engagement.

dance journal/hk

serves as a platform for sharing reflections, reviews, and features on dance and movement practices. Evolving with the times, it is gradually shifting from a regular print periodical to a more flexible online publishing model, allowing for more timely and accessible content throughout the year. An annual printed edition will continue to be produced, offering a thoughtfully curated issue with collectible value.

Key Responsibilities:

- Assist the editorial team in planning and coordinating articles, interviews, and content for *dance journal/hk*
- Support the production process for output as well as coordinating advertisements enquiries and press pack for partners
- Help manage and update online platforms and social media channels together with the Office
- Curate and share news, reflections, and global trends in dance through digital content and visuals
- Collaborate with the Office team on programme
- Undertake other duties as assigned

Candidates Requirements:

- Must be permanent residents of the Hong Kong Special Administrative Region aged 18 or above
- Associate Degree Graduates or Higher Diploma Holders in languages, communications, cultural studies, journalism, or a related field from local or overseas tertiary institutes, obtained within the last 3 years at the time of application
- Interested in publishing, performing arts, and digital storytelling
- A good communicator with strong organisational skills
- Able to work independently and meet deadlines
- Proficient in written and spoken English and Chinese
- Familiar with basic social media platforms and simple visual content creation tools (e.g. Canva)

What We Offer:

- Hands-on experience in editorial and digital media within Hong Kong's arts and cultural scene
 - A collaborative and mission-driven work environment
 - Exposure to local and international dance developments
 - Flexible and supportive work culture with learning opportunities
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Interested parties are invited to send a detailed CV with a cover letter in English indicating current and expected salaries along with the earliest available date to management@hkdanceall.org by **1 September 2025 (Monday) 12 noon.**

Immediate availability is preferred. Shortlisted candidates will be invited for an interview.

Personal data collected will be used for recruitment purposes only and will be treated confidentially.

**2023/24 The Arts Talents Internship Matching Programme is supported by the Hong Kong Arts Development Council*