

## SUTTON HONG KONG ACCOUNT COORDINATOR

**Sutton** is hiring! Our **Hong Kong** office is recruiting for an **Account Coordinator** to join our dynamic team of cultural strategists, to provide support on multi-channel campaigns for our clients in the arts and culture sector.

**The Account Coordinator** will play a key role in their client account teams supporting on the implementation of strategies, researching projects, supporting events and general administration for a range of cultural campaigns. An interest in culture is essential and **the ideal candidate** will have a demonstrable knowledge of the arts scene in Hong Kong. Candidates with good translation skills between written English and Simplified and Traditional Chinese would be at a strong advantage.

**Sutton** is an international cultural communications agency, and its clients include many of the world's leading art fairs, commercial galleries, festivals, museums, non-profit organisations, luxury brands that work in the arts and cultural space, and corporate supporters of the arts.

This is an *entry level* position and Sutton welcomes applicants with a recent relevant education background or up to one year of experience within the arts and culture sector and / or in the field of communications. If you would be interested in joining our growing team, please apply by sending your resume and cover letter (of no more than 500 words) to lung@suttoncomms.com. Please include **Account Coordinator** in the subject line.

Please note, we will only be able to reply to those candidates who are shortlisted.

### **Application Deadline: 5pm HKT Friday 29 November 2024**

You are encouraged to apply early as application will be paused once the opportunity is fulfilled.

*Sutton is an Equal Opportunity Employer and committed to eliminating discrimination and encouraging diversity in the workplace. We aim to provide equity and fairness for all job applicants throughout the interview process and do not discriminate on grounds of gender, marital status, age, race, ethnic origin, sexual orientation, religious beliefs, or disablement.*