

Editorial Trainee (18-month contract) FOR HONG KONG DANCE ALLIANCE

The Hong Kong Dance Alliance is a non-profit-making body that supports and promotes all forms of dance in Hong Kong. Its publication of *dance journal/hk* and www.dancejournalhk.com are bi-monthly periodical devoted exclusively to dance in Hong Kong. We are looking for an Editorial Trainee (18-month contract).

Job Description

The Editorial Trainee will:

- Assist the editorial team in shaping and implementing publication and publicity for the Alliance, including for interviews and article write-ups, translation, research and development, budget management, design and production management;
- Liaise with writers and external parties in coordinating interviews and collecting materials;
- Track project budgets, maintain accurate documentation and records;
- Assist the editorial team in managing graphic design and production house of publications and publicity;
- Manage online publications and related issues;
- Liaise with clients and potential clients for ad placement;
- Undertake any other duties as assigned,

Qualifications and requirements

- Hong Kong permanent resident
- Strong interest in and commitment to publication or dance and its related activities
- Tertiary degree holder in journalism / arts administration / cultural studies / language or communication from a recognized university
- 1-2 year(s) working experience, preferably in arts administration. Fresh graduates are also welcome
- A responsible and self-motivated team player with outstanding communication, organization, interpersonal, and problem solving skills
- Excellent oral and written English and Chinese
- Able to work independently and under pressure.
- Strong networking in the dance industry an advantage

Remuneration will be based on working experience. Successful candidates will be offered 18-month contract. Interested candidates are asked to send their full c.v. with a cover letter (marked confidential) stating their current and expected salary and date of availability to cathy@hkdanceall.org. Application will close on **31 July (Sunday) 2016**.

Data received will be used for recruitment purposes only.

