

Hong Kong Dance Alliance Limited

The Hong Kong Dance Alliance is a non-profit-making body that supports and promotes all forms of dance in Hong Kong. Our projects include publishing the quarterly periodical and online *dance journal/hk*, presenting new works by young choreographers in ‘New Force in Motion’ Series as well as organizing the annual Hong Kong Dance Awards.

dance journal/hk

As the only printed periodical devoted exclusively to dance in Hong Kong, it provides a platform for reviews, in-depth critiques, regular columns and feature articles on dance, dancers, dance educators, dance audiences, and the broader Hong Kong dance industry. While the online *dance journal/hk* has becoming an important platform for sharing dance reviews in a timely manner.

We are looking for a full-time **Editorial Coordinator** to assist the editorial team in shaping and implementing the publication and publicity for the Alliance.

Duties include:

- Working closely with the editorial team to formulate the editorial direction of every issue and corresponding articles of *dance journal/hk*
- Handling the production and distribution of *dance journal/hk*, such as coordinating interviews, articles write-up and translation, managing online publications, contacting designers, printing houses and distribution points
- Administering the online platforms of *dance journal/hk*
- Assisting in monitoring the production schedule and maintaining accurate documentation
- Supporting the logistics of advertisement services to deliver promotional packages for clients
- Collaborating with the office team to produce publicity materials for the Alliance as necessary
- Undertake any other duties as assigned

Suitable candidates should:

- Be a Hong Kong permanent resident of age 18 or above
- Associate Degree Graduates or Higher Diploma Holders of local or overseas tertiary institutes or above, obtained within the past 3 years
- Preferably majored in languages /translation / communications / journalism / cultural studies
- Preferably have 1-2 year(s) of work experience
- Be a responsible and self-motivated team player who can work independently and under pressure
- Be comfortable with meeting tight schedules and possible follow-up work during unconventional hours
- Be detail-oriented and always strive for accuracy and precision
- Demonstrate strong communication, organizational and interpersonal skills
- Be interested in the publishing and/or performing arts industry
- Write and speak fluent English and Chinese
- Have elementary knowledge in creating images for social media

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 admin@hkdanceall.org by **22 May 2024 (Wednesday) 4:00pm**.

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

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