



Intern Job Description

Affordable Art Fair Hong Kong | 16th – 19th May 2019

The Affordable Art Fair is on the look out to hire a hands-on, dynamic, practical and fun **intern** to support our small team to produce a fun, inspiring and educational event! The focus will be on executing tasks including:

Marketing support

- Support operation of digital invitation and related systems
- Support operation and logistics of printed invitations
- Support management of database

Operations support

- Lead Fair Assistant Programme to support onsite operations including recruiting, coordinating duties and schedule

The intern will work report directly to Fair Director and support the fair team. As with most events there may be extended hours on some occasions and also a request to work in other areas to ensure the success of the event.

Type of employment: Part time (preferably 2 full days a week)
Pay: Depending on experience
Working days: February to May
Office hours: To Be Discussed
Languages: English and Cantonese, preferably Mandarin

If you are interested to apply, please send a CV and covering letter to Stephanie Kelly by email: hongkong@affordableartfair.com