

## Project Coordinator – Event and Marketing

Holly's International (Hong Kong) Auctions Co., Ltd. is an auction house providing professional connoisseurship and auction services in Hong Kong starting from 2018. Its parent company, however, Guangzhou Holly's International Auction Co., Ltd., has been a pioneer in the auction industry in Southern China for a remarkable history of 25 years, contributing and witnessing the development of China's auction market. In 2015, the company joined the Infore Investment Holding Group Co., Ltd and this move has undoubtedly further strengthened its competitiveness.

Since its inception in 2016, Holly's (HK) has successfully established an international team of qualified experts from the art scene. The major four departments include Modern and Contemporary Art, Chinese Classical and Modern Paintings and Calligraphy, Chinese Ceramics, Jadeite and Works of Art, and Jewellery and Watches. To add to the exquisite resources, and talented team of professionals, an integrated art complex of Holly's (HK) is located in the art hub of Hong Kong, featuring SPACE 229, a three-storey art space taken up from ground floor; showrooms for watches and jewellery; wine and tea tasting areas; VIP lounges; private-sale sector; offices; studio and workshops etc. The development endeavors to attract a wide range of art lovers, and to bring together top scholars, and collectors from around the world.

### Duties:

- Prepare marketing materials for auctions, exhibitions, events and presentations;
- Promote company and events by updating website, advertisement, social media and other marketing tools;
- Prepare write-ups for proposals, press release, printing and online materials in both Chinese & English;
- Liaise with Hong Kong, Taiwan, China and overseas media;
- Prepare presentation materials for cooperating partners;
- Handle effective event management including budget report, time schedule and compliance with company's policies, assessment of outcomes and impact of the related activities;
- Coordinate with different art departments in preparing publicities for each exhibition and annual sale;
- Develop marketing materials and communicate with designer, photographer, video cameraman to follow up productions;
- Undertake ad hoc projects and other duties as assigned.

### Requirements:

- Bachelor's degree in communication, PR, marketing, art, design, cultural management or related study, with at least 2-3 year(s) in art organisation, gallery or auction house;
- Knowledge and experience in printing production and digital marketing is preferable;
- Strong and creative marketing sense and detail-minded;
- Efficient work manner with aim of delivering high quality service to clients and colleagues;
- Good command of written and spoken Cantonese, Mandarin and English;
- Proficient in Word, Excel, PowerPoint and Chinese word processing;
- Knowledge in Adobe software such as Illustrator, Photoshop, InDesign; as well as video editing software is an advantage;
- Be able to handle multiple tasks in fast-paced, high-pressure environment;
- Willing to work according to events schedule;
- Articulate, confident and active in art events in Hong Kong.

Interested parties please apply with your full resume with current & expected salary to us at [hkinfo@hollysinternational.com](mailto:hkinfo@hollysinternational.com) .

Personal data collected will be treated in the strictest confidence and will only be used for employment-related purposes.

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Deadline: 25 Jan 2019