



Job Information

Post Title	Paid Internship / Office Assistant (Part-time contract – 6 Months)
Company Name	Vox Vanguard
No. of Vacancy	3
Work Location	Hong Kong
Role / Responsibility	<p>Vox Vanguard is looking for a passionate and hardworking office assistant/intern, who not only has a strong interest in the arts, but a keen eye for detail. This role will allow the individual to work with and learn about a variety of art-disciplines and cross multiple creative industries, including: music, dance, fine-art, applied arts, design, fashion, marketing, film, tech and more.</p> <p>The individual will assist in executing various day-to-day and project-based tasks, supporting the Managing & Artistic Director, Global Operations Director and Project Manager for APAC in the daily running of an innovative collaborative arts design and production company.</p> <p>Tasks:</p> <ul style="list-style-type: none"> ● Calendar & Meeting time organisation (working across multiple time zones; LA, NYC, London and HK) ● Assisting Project Manager on research, bookings, wardrobe fittings and sourcing, call sheets and others ● Assisting Operations Director with website management, blog updates, and social media curation ● Day-to-Day Executive Assistant for the Artistic/Managing Director such as detailed note-taking and distribution of meeting recaps to all team members.
Requirements / Qualification	<p>Preferred Qualifications: (Research postgraduate/taught postgraduate/undergraduates/sub-degree graduates may apply)</p> <ul style="list-style-type: none"> ● Media Design & Content Creation ● Manages correspondence by answering emails and sorting mail ● Assists in planning and arranging events, including organising third party contractors ● Interacts with directors and carries out their requests ● Must be fluent in English and Chinese <p>Other skills</p> <ul style="list-style-type: none"> ● Lighting, sound engineering, staging, digital media, social marketing

Target Commencement Date	As soon as possible
Additional Information	10-20 hrs per week This position can be for both alumni and current students
Application Method	Please send the following documents to info@voxvanguard.com : <ul style="list-style-type: none">● Cover Letter● CV● ePortfolio
Application Deadline	On going position