



### 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 &amp; 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"> <li>• Calendar &amp; Meeting time organisation (working across multiple time zones; LA, NYC, London and HK)</li> <li>• Assisting Project Manager on research, bookings, wardrobe fittings and sourcing, call sheets and others</li> <li>• Assisting Operations Director with website management, blog updates, and social media curation</li> <li>• Day-to-Day Executive Assistant for the Artistic/Managing Director such as detailed note-taking and distribution of meeting recaps to all team members.</li> </ul>
Requirements / Qualification	<p>Preferred Qualifications: (Research postgraduate/taught postgraduate/undergraduates/sub-degree graduates may apply)</p> <ul style="list-style-type: none"> <li>• Media Design &amp; Content Creation</li> <li>• Manages correspondence by answering emails and sorting mail</li> <li>• Assists in planning and arranging events, including organising third party contractors</li> <li>• Interacts with directors and carries out their requests</li> <li>• Must be fluent in English and Chinese</li> </ul> <p>Other skills</p> <ul style="list-style-type: none"> <li>• Lighting, sound engineering, staging, digital media, social marketing</li> </ul>

Target Commencement Date	As soon as possible
Additional Information	10-20 hrs per week  This position can be for both alumni and current students  HK\$50/hr - <i>for internal reference only</i>
Application Method	Please send the following documents to <a href="mailto:info@voxvanguard.com">info@voxvanguard.com</a> : <ul style="list-style-type: none"><li>● Cover Letter</li><li>● CV</li><li>● ePortfolio</li></ul>
Application Deadline	On going position