

Editor

Job Description

Reporting to the Executive Director & Chief Curator, the Editor will work closely with Curatorial team for text-related materials and responsible for:

- working closely with Curatorial team, to translate (mainly English to Chinese) and develop text-related materials for exhibition and event publicity, seasonal report, digital catalogues, and other publications;
- fact-checking, editing, proof-reading, and translating texts related to exhibitions, learning and community programmes, shop products or the like;
- working closely with Branding & Communications team, Partnership & Development team, designers of Creative Production team to adapt the text-related materials for different purposes in a timely manner and appropriate tone for various stakeholders;
- providing creative input to offer joyful and meaningful museum experiences to CHAT visitors;
- overseeing and managing outsourced editorial professionals and translator, providing guidance and direction to achieve consistent tones and quality in writings; and
- performing other ad hoc duties.

You should have/be:

- Bachelor's degree in language, translation, comparative literature, museum studies, or related disciplines;
- at least 6 years of experience in media, publishing house, museum, cultural institution;
- solid experience working across a wide variety of media, including text, video, and interactive media;
- paying attention in detail, being good at catching careless mistakes;
- good at multi-tasking and prioritising tasks;
- excellent in spoken and written English and Chinese;
- proactive with frequent update, report and consultation to the leaders of other CHAT teams;
- creative ability to work across disciplines;
- good team player, enthusiastic with creative energy and self-initiative;
- proficiency in PC and strong knowledge in Microsoft Word, Excel, PowerPoint;
- flexible and willing to work overtime or irregular hours at times, especially during peak seasons or exhibition openings.

TO APPLY FOR THIS POSITION

Qualified candidates should email their cover letter, CV, expected salary and names of 2 references with contact information to hr@mill6chat.org by 23 Sep 2023.

*The information provided will be kept confidential and used for recruitment purposes only. Applicants not contacted within **six weeks** after application deadline may consider their applications unsuccessful.*