



EDITOR | ASEF CULTURE360

ASEF culture360 is now looking for an Editor in charge of researching and posting relevant online content within the existing editorial structure of the portal. The website comprises of news, events, opportunities and publications across many artistic and cultural disciplines. He/she will also write one article per month on a relevant issue related to Asia and/or Europe.

Responsibilities include:

- Content uploading on ASEF culture360 backend and sharing the same content on social media platforms (e.g. Facebook, Twitter)
- Update regularly the organisations directory by adding relevant institutions and players in the field of arts and culture
- Manage news and information coming from current ASEM countries*. He/she is expected to ensure a good geographical distribution across the ASEF culture360 website.

The ideal candidate will have:

- At least 4 years of prior working experience as an editor for an online publication specialised in arts and culture. He/she will have a strong and broad knowledge of arts and culture of both Asia and Europe.
- Proven experience as art/culture writer, researcher and contributing editor.
- A strong network of cultural professionals in Asia and Europe.
- Good knowledge of social media platforms.
- Ability to work in a team and in close collaboration with the editorial team at the Asia-Europe Foundation (ASEF).
- A pro-active approach to searching and finding cultural content.

Requirements:

- Candidates have to be a national of an ASEM member country*.
- This position is freelance. The applicant does not need to be based in Singapore
- The position offered is based on a 12 months contract
- All quotations should be calculated on a monthly base for a maximum of 80hours per month and should be quoted only in Singapore Dollars.

Please send your CV, cover letter, writing samples and a proposed monthly fee to:

Valentina Riccardi, Project Manager, Culture Department, ASEF:
valentina.riccardi(at)culture360.org

Deadline for submissions: **15 December 2014**. Only shortlisted candidates will be notified.

** The Asia-Europe Meeting (ASEM) is an informal process of dialogue and cooperation bringing together the 28 European Union member states, 2 European countries, and the European Commission with 21*



Asian countries and the ASEAN Secretariat. Member countries are: Australia, Austria, Bangladesh, Belgium, Brunei Darussalam, Cambodia, China, Croatia, Czech Republic, Denmark, Finland, France, Germany, Greece, Hungary, India, Indonesia, Ireland, Italy, Japan, Republic of Korea, Lao P.D.R., Latvia, Lithuania, Malaysia, Mongolia, Myanmar, Netherlands, Norway, Pakistan, Philippines, Poland, Portugal, Romania, Russian Federation, Singapore, Slovenia, Spain, Sweden, Switzerland, Thailand, the United Kingdom, Viet Nam.