



## EDITOR | culture360.ASEF.org

**culture360.ASEF.org** is now looking for an Editor in charge of sourcing and posting relevant online content within the existing editorial structure of the portal. The website comprises of news, events, opportunities and resources across many artistic and cultural disciplines. He/she will also write update on a regular basis, the Directory of arts organisations under the Resources section.

### Responsibilities include:

- Manage news and information coming from current ASEM countries\*. He/she is expected to ensure a good geographical distribution across the website and following culture360.ASEF.org editorial guidelines.
- Sourcing and curating content for the news, events, opportunities and resources sections of culture360.ASEF.org, including uploading the same to the backend and sharing it on social media platforms (e.g. Facebook, Twitter)
- Updating regularly the organisations Directory by adding relevant institutions and players in the field of arts and culture

### 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 proven strong network of cultural professionals in Asia and Europe.
- Good knowledge of managing social media platforms.
- Ability to work in a team and in close collaboration with the editorial team at the Asia-Europe Foundation (ASEF) on a remote capacity.
- 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 your proposed monthly fee/quotation to:

Valentina Riccardi, Senior Project Manager, Culture Department, ASEF:  
**opencalls(at)culture360.org**

Deadline for submissions: **15 December 2019**. Only shortlisted candidates will be notified.



*\* The Asia-Europe Meeting (ASEM) is an intergovernmental forum for dialogue and cooperation established in 1996 to deepen relations between Asia and Europe, which addresses political, economic and socio-cultural issues of common concern. The 53 ASEM Partners are Australia, Austria, Bangladesh, Belgium, Brunei Darussalam, Bulgaria, Cambodia, China, Croatia, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, India, Indonesia, Ireland, Italy, Japan, Kazakhstan, Korea, the Lao PDR, Latvia, Lithuania, Luxembourg, Malaysia, Malta, Mongolia, Myanmar, the Netherlands, New Zealand, Norway, Pakistan, the Philippines, Poland, Portugal, Romania, the Russian Federation, Singapore, Slovakia, Slovenia, Spain, Sweden, Switzerland, Thailand, the United Kingdom, Viet Nam, the European Union and the ASEAN Secretariat. For more information, please visit [www.aseminfoboard.org](http://www.aseminfoboard.org)*