

## EDITOR | [culture360.ASEF.org](http://culture360.ASEF.org)

[culture360.ASEF.org](http://culture360.ASEF.org) is looking for an Editor in charge of sourcing and posting relevant content within the existing editorial structure. The website comprises of **news, events, opportunities and resources** across several artistic and cultural disciplines. He/she will be in charge of updating daily these sections and the [Directory of arts organisations](#) under the Resources section on a regular basis.

### Responsibilities include:

- Sourcing and curating weekly content for the news, events, opportunities and resources sections of [culture360.ASEF.org](http://culture360.ASEF.org), including uploading the same to the website backend and sharing it on social media platforms (e.g. Facebook, Twitter). He/she is expected to ensure a good geographical balance in sourcing the information from the 51 ASEM member countries\*.
- Regularly updating of 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 content management systems and 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 must be 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 80 hours** 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, Associate Director, Culture Department, ASEF: [opencalls\(at\)culture360.org](mailto:opencalls(at)culture360.org)

Deadline for submissions: **30 November 2021**. 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)*