

EDITOR | culture360.ASEF.org

culture360.ASEF.org is looking for an Editor in charge of sourcing and posting relevant online content within the existing editorial structure of ASEF culture360. The website comprises of **news, events, opportunities and resources** across several artistic and cultural disciplines. He/she will be in charge of updating 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 and Events](#), [Opportunities](#) and [Resources](#) sections of culture360.ASEF.org, including uploading the same to the website backend and sharing it on social media platforms (e.g. Facebook, X). He/she is expected to ensure a good geographical balance in sourcing the information from the 51 ASEM member countries*.
- Regular updates of the [Organisations Directory](#) by adding relevant institutions and players in the field of arts and culture.

Eligibility

- Candidates must be national of an ASEM member country*
- A strong and broad knowledge of the arts and culture sector in both Asia and Europe is required
- At least 4 years of prior working experience as an Editor for an online publication specialised in arts and culture. This could include proven experience as an art/culture writer, researcher and contributing editor
- Excellent written English
- Good knowledge of managing content management systems and social media platforms
- Ability to work remotely with the editorial team at the Asia-Europe Foundation (ASEF).
- A proactive approach to researching and keeping up to date with cultural news and information coming from ASEM countries

More Information

- The Editor will work in a virtual capacity and need not 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:

Kerrine Goh, Senior Project Executive, Culture Department, ASEF: culture@asef.org

Deadline for submissions: **2 December 2024**. 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