



## Job opportunity | ASEMUS Editor

The Asia-Europe Museum Network (ASEMUS) with the support of the Asia-Europe Foundation (ASEF) is currently looking for an Editor in charge of sourcing and posting relevant content online for the website [www.asemus.museum](http://www.asemus.museum).

This position includes the following responsibilities:

### Editorial Services

Upload weekly new content on the ASEMUS website and social media platforms (e.g. Facebook, Twitter) on heritage and museums with special focus on Asian collections in line with the editorial guidelines of the website and more broadly the ASEMUS mandate.

### On-line Communication

Upload new content on ASEMUS social media platforms – Twitter, Facebook, etc.  
Disseminate relevant ASEMUS content on other museums' social media platforms  
Coordinate with ASEMUS members online to provide information and content on their activities for the website  
Prepare and disseminate quarterly newsletters

### Membership management

Update the ASEMUS members list regularly  
Manage applications for memberships and users' requests via the [info@asemus.org](mailto:info@asemus.org) email.

### Requirements

Candidates must 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 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 proposed monthly fee to:

Valentina Riccardi, Senior Project Manager, Culture Department, Asia-Europe Foundation (ASEF): [opencalls\[at\]culture360.org](mailto:opencalls[at]culture360.org).

Deadline for submissions: **30 November 2018**. 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)*