

JOB DESCRIPTION

Manager Comms and Projects China

London, UK

Part-time 2-3 days a week,
with opportunity to develop into full-time

PRINCIPAL PURPOSE OF THE POST:

- To work with the Directors and team to facilitate the overall vision and mission of Asymmetry in China
- To manage and expand our online presence via our WeChat account by creating content and overseeing administrative and communication timelines, including calendar, content, translations, edits, and design in close collaboration with our London team and Chinese freelancers, as well as our partner institutions and Fellows
- To support the team in London with ad hoc translations in Chinese/English
- To coordinate and support development and delivery of future programmes, including bilingual publication projects and curatorial research trips (in the future)
- To provide structural content support and coordination for future online and offline events in China (in the future)

KEY RESPONSIBILITY AREAS:

Social Media and Online Presence

- To be part of Asymmetry's global digital strategy in helping to shape and promote our mission and vision
- To coordinate and manage Asymmetry's official WeChat account, working closely with and following our global digital strategy, including website and social media platforms, such as Instagram, Twitter and newsletter
- To manage and oversee the Chinese content of our global social media calendar, working closely with our partner institutions and Fellows, our

London team and our freelancers, such as translators, writers, editors, designers, and WeChat management team in China

- Content can include Open Calls, Placement Announcements, video & audio programmes, various text categories on and by Asymmetry practitioners, and established industry positions, etc.

Development of content and programming

- To work with the Directors and team to develop possible programme collaboration models in China
- To be the responsible internal party to manage and oversee our publication programme with external project managers and freelancers in and outside of China
- To contribute knowledge and research towards programme models and the selection of institutional reach
- To deliver and supervise the collaboration process under supervision of the Directors
- To build, manage and maintain relationships with potential collaboration partners, establishing systematic regular contact with relevant industry positions
- To coordinate, manage and oversee planning of curatorial research trips to and from China (in the future)

Online/offline events (in the future)

- To work with the Directors to coordinate and support the planning and execution of curatorial research trips of small international groups of curators to China
- To manage logistics, such as hotel, transport and dining arrangements
- To manage frame programme for networking, receptions, dinners and parties

REQUIREMENTS:

- A degree in Art History, Curatorial Studies, Media Studies or similar
- Native or full professional proficiency in Chinese and English
- Proficiency in computer and software skills
- Excellent writing, editing and translation skills of art-related and curatorial texts, including social media posts, announcements, and articles in fields related to our programmes
- Experience in managing a WeChat business account and creating and running content on social media
- Excellent administration and communication skills and the ability to work under pressure
- Good people skills
- Flexibility, adaptability, and the ability to work independently, take initiative and be resourceful
- A strong team player capable of working with our close-knit team

Asymmetry

- Current holder of an appropriate UK/EU passport or a UK work visa with the right-to-work

The successful candidate will work in a small but dynamic and active organisation, within a supportive team with very close contact to our network of Fellows and Scholars, to institutions and their practitioners, including curators, writers, critics, scholars, and artists. The candidate will vitally contribute and shape our programmes and development, while promoting our meaningful mission to advance a more inclusive and global understanding of contemporary art and curatorial practice.

To apply, please send your CV and a personal statement (500 words max.) in one document in PDF format to info@asymmetryart.org with the job title as subject line.

Apply by Sunday, 28.11.2021
Preferred Start Date: January 2022

Asymmetry