

Managing Editor (執行總編輯)

Job Description

Shue Yan Newsletter is an official publication of the Hong Kong Shue Yan University. We are looking for a skilled Managing Editor to oversee the daily publishing operations. As an operations manager, the talent is required to supervise editors, writers and other staff. Excellent organizational and leaderships skills as well as a unique problem-solving ability are pre-requisites.

Responsibilities

1. Plan and manage issues' content and topics
2. Coordinate editorial publications and meetings
3. Liaise with stakeholders such as various department team members
4. Conduct exclusive interviews with professionals
5. Manage schedules and enforce deadlines
6. Oversee proofreading procedures and edit copy when necessary
7. Assist in evaluating finalized copy for compliance with policies, style and tone required
8. Attend events on behalf of the team

Requirements

1. BA in journalism or relevant fields
2. Minimum 8 years' experience in journalism or content writing services
3. Knowledge in magazine is preferred
4. Good relationship management skills
5. Exceptional ability in copywriting and editing
6. High level proficiency in written and spoken English and Chinese

Salary

To be negotiated according to academic qualifications and teaching/ industry experience.

Application Procedure

Applicants should download the application form from the University website and fill out together with complete curriculum vitae, copies of qualification documents, a recent travel document size photograph to the following address or by email:

Ms. Janice Lai, Administrative Officer, Department of Journalism & Communication
Hong Kong Shue Yan University,
10 Wai Tsui Crescent, Braemar Hill, Hong Kong
(The envelope should be marked "Application for Managing Editor".)
Email: mylai@hksyu.edu

Review of applications will start immediately and will continue until 30 November 2021. Only shortlisted candidates will be contacted. Personal data collected will be used for staff recruitment purpose only.