

Dear Shaw College Alumni,

Asian Film Awards Academy (AFAA [www.afa-academy.com](http://www.afa-academy.com)) is now calling application for the following graduate positions:

### **Event & Marketing Specialist**

JOB DESCRIPTIONS:

#### Project Management

- Collaboration with the Event Marketing Managers to expand the reach of our program identifying new methods
- Manage projects based on assigned tasks

#### Support Event Marketing Team with development and implementation of the marketing strategy

- Manage execution of assigned projects and ensure all goals and deadlines are met
- Assist with the development of events and projects
- Assist with budget management for assigned projects

#### Support Field Marketing Team

- Manage the post event reconciliation, evaluation collection & filing.
- Constantly update hotel & travel schedule to ensure all data is up to date and complete. Including Event information and schedules.

QUALIFICATION:

- Bachelor's degree required with major in English Literature, Comparative Literature, Journalism.
- Excellent verbal and written communication skills, including English, Cantonese & Mandarin
- Manipulate and maintain databases tracking deadlines, agreements, and related documents
- Strong sense of responsibility and ownership, and excellent attention to detail.
- Complete mastery of Microsoft Word, Excel, PowerPoint
- Proficiency in Multi-media software FB, IG; Video editing skill, Photoshop, Illustrator
- Strategically minded
- Entrepreneurial Spirit - Autonomous, self-starter with a focus on results and consumers

### **Event and Hospitality Coordinator**

JOB DESCRIPTIONS:

- Answer telephones and respond to inquiries from guests and participants
- Create, compile and export databases containing all information for each guest
- Inspect public areas prior to events and direct the custodial staff
- Assist in writing reports
- Documenting and following up on important actions and decisions from meetings
- Providing administrative support as needed

QUALIFICATION:

- Bachelor's degree required with major in English Literature, Comparative Literature, Journalism.

- Competency in Microsoft applications including Word, Excel, and PowerPoint
- Proficiency in Multi-media software FB, IG; Video editing skill, Photoshop, Illustrator
- Ability to remain calm under pressure – ability to work effectively both independently and as part of a team
- Good verbal and written skills, including English, Cantonese & Mandarin
- Strong organizational skills – good problem solving and prioritizing skills
- Detail Oriented

Interested alumni please send an email indicating the position you apply, together with your full resume to Ms. Joyce Ng at [joyceng@cuhk.edu.hk](mailto:joyceng@cuhk.edu.hk) on or before 5 October 2022 (Wednesday).

Should you have any enquires regarding the positions, please contact Ms. Joyce Ng at [joyceng@cuhk.edu.hk](mailto:joyceng@cuhk.edu.hk).

Regards,  
Shaw College