

## **Readymade Group Co. Ltd.**

Editorial Intern

Social Media Marketing Intern

Social Media & Objects Shop Executive (full-time)

Application Deadline: 20 June, 2018

## **Editorial Intern & Social Media Marketing Intern**

RMM is now looking for an Editorial Intern and Social Media Marketing Intern to create, edit and manage lifestyle content for our online lifestyle magazine, RMM Journal (<http://journal.the-readymade.com/>), and online objects shop, RMM Objects (<https://shop.the-readymade.com/>). If you are keen on expressing yourself through writing, addicted to social media platforms and curious about everything from architecture, craft and design to fashion, food and travel, you will not want to miss the incredible opportunity to become our team member and promote our positive and inspiring RMM lifestyle. Interns will have abundant chances to explore and experiment in our open, innovative and collaborative working environment.

### **Editorial Intern**

#### **Job Specifications:**

##### **Roles and Responsibilities**

- Publish original, interesting content in English and Chinese on RMM Journal;
- Translate for Journal and Objects Shop (from English to Chinese and vice versa)
- Work as a team member in strategy formulation and execution to promote RMM
- Conduct interviews and research for publications

##### **Requirements**

- Comfortable working in a team and independently;
- Positive, open-minded and creative;
- Experience in online writing and editing is an advantage;
- Good communication and time management skills;
- Interest in design, DIY, travel, and lifestyle;
- Ability to think critically and write creatively in English and Chinese
- Passion for arts, photography and local subjects

##### **Work Duration**

6 months (1.5 days per week)

To apply, please send your resume to [info@the-readymade.com](mailto:info@the-readymade.com).

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### **Social Media Marketing Intern**

#### **Job Specifications:**

As the Social Media and Marketing Intern you will be generating social media content across a variety of platforms. This internship is based in Hong Kong, this person must be local.

#### **REQUIREMENTS**

- Must be a a current college student or recently graduated
- Knowledge of Google Drive, Adobe Creative Suite
- Have an artistic eye
- Excellent writing skills!

## **RESPONSIBILTIES**

- Produce product descriptions and promotional materials in English and Chinese for RMM Objects;
- Manage social media channels (including Instagram, Snapchat, Pinterest) from Monday to Sunday;

- Research and cultivate creative content that is inline with the RMM Objects
- Create social media content
- Reach out to possible brand ambassadors or potential collaborators
- A self-starter with the proven ability to work independently and as part of a team

## **Work Duration**

6 months (1.5 days per week)

To apply, please send your resume to [info@the-readymade.com](mailto:info@the-readymade.com).

## **Social Media & Objects Shop Executive (full-time)**

RMM is now looking for a full-time Social Media and Objects Shop Executive to manage social media content for our online lifestyle magazine, RMM Journal (<http://journal.the-readymade.com/>), and operate our online objects shop, RMM Objects (<https://shop.the-readymade.com/>).

### **Job Specifications:**

As the Social Media and Objects Shop Executive you will be generating social media content across a variety of platforms, and responsible for operating and promoting the Objects Shop. This post is based in Hong Kong.

### **REQUIREMENTS**

- Bachelor's degree holder in marketing, business, digital marketing or related fields
- Experienced in managing social media platforms and have knowledge of Google Drive, Adobe Creative Suite
- Have an artistic eye and keen judgement on content in line with the shop
- Possess excellent organisational, planning and communication skills
- A multitasker who keeps up with a fast-moving environment and digital markets
- A creative and enthusiastic self-starter with the proven ability to work independently and as part of a team
- Conscious of social media and global creative trends
- Curious and willing to take up innovative digital platforms

### **RESPONSIBILITIES**

- Generate product descriptions and promotional materials in English and Chinese for RMM Objects
- Manage social media channels (including Facebook, Instagram, Snapchat, Pinterest) from Monday to Sunday
- Cultivate creative content and build campaigns that are in line with RMM Objects
- Work closely with editorial team and design team to research and create social media content for RMM Journal
- Establish a strong and unique social media presence for RMM locally, internationally, and across channels, achievement will be measured in social following and interactions with followers
- Review and report constantly on social media performance and digital analytics
- Expand customer base and reach out to possible brand ambassadors or potential collaborators
- Work as a team member in strategy formulation and execution

To apply, please send your resume to [info@the-readymade.com](mailto:info@the-readymade.com).