

Communications Assistant (Full-time Intern)

About Bonhams (Hong Kong) Limited

Bonhams, founded in 1793, is one of the world's largest and most renowned auctioneers, offering fine art and antiques, motor cars and jewellery. The main salerooms are in London, New York, Los Angeles and Hong Kong, with auctions also held in Knightsbridge, Edinburgh, Paris, San Francisco and Sydney. With a worldwide network of offices and regional representatives in 22 countries, Bonhams offers advice and valuation services in 60 specialist areas. For a full list of forthcoming auctions, plus details of Bonhams specialist departments, please visit bonhams.com.

The international auction house Bonhams is offering an internship to a Full Time Communications Assistant to provide administrative support to the press office in Hong Kong. Editing, writing and formatting company materials will be an important part of your job, but you will also be able to develop practical experience in communications for the art and luxury sector. Ultimately, your goal will be to help ensure clear communication of Bonhams' message across channels. You will be helped and supported throughout your time with us and be treated as a full member of our team and given responsibilities from the outset.

Responsibilities:

- Draft, edit and proofread materials and communications copies (e.g. press releases and social media posts) in Chinese and English
- Manage daily content output for the company's WeChat subscription account
- Facilitate effective internal communications with all specialist departments, including Modern and Contemporary Art, Watches, Jewellery, Wine and Whisky, Fine Chinese Paintings, Chinese Works of Art and Himalayan Art
- Work closely with the international press and marketing teams in London and New York for regular updates
- Handle simple media requests and press cuttings
- Update database and media lists
- Prepare reports and presentations
- Provide other administrative support to communication campaigns and to the press office's day-to-day work

Requirements:

- Excellent communication abilities (verbal and written) in English and especially in Chinese
- Solid layouting, editing and researching skills
- Understanding of running a WeChat subscription account (微信公眾號) is a plus
- Strong attention to detail
- Ability to deal with ambiguities while navigating a fast-paced organisation
- Know how to get things done, and overcome obstacles while respecting other points of view and positions
- BA in Translation, English, Chinese, Comparative Literature, Marketing, Communications, Public Relations, or a related field is desired
- Flexibility to work Full Time hours, Monday to Friday

To apply, please send your application to benedict.tsang@bonhams.com by the 9th February 2021.