

台北 TAIPEI DANGDAI 當代 Art & Ideas

9 - 11 MAY 2025
TAIPEI NANGANG
EXHIBITION CENTER
台北南港展覽館

特別呈獻



Taipei Dangdai is looking for a well-organized and detail-oriented Marketing coordinator. The ideal candidate should have strong communication skills in both English and Chinese and be comfortable with numbers. This role requires an individual who can support various marketing activities including consolidating ticket sales & data collection, social media exposure management, and be able to take care administrative tasks independently. Taipei Dangdai, presented by UBS, will be held from 9 – 11 May 2025 (VIP Preview 8 May), at Taipei Nangang Exhibition Center. For more information on Taipei Dangdai visit taipeidangdai.com.

Position: Marketing coordinator (part-time/ contractor)

Location: Taipei Dangdai Office

Duration | NOW – 29 May 2025

Now - 4 May 2025- April, 3 days a week: 10am – 6pm – in the office

5 – 12 May 2025, Full day: weekend included – on-site at the Fair venue

5 – 12 May 2025, Full day: 10am – 6pm – in the office

Compensation: Hourly wage/stipend (to be discussed)

Key Responsibilities

1. Social Media & Content Support

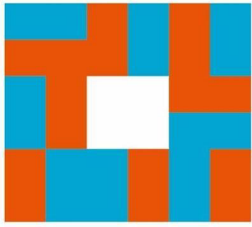
- Collecting and update material requests with creative agent for Facebook, Instagram, Line OA and LinkedIn... etc.
- Update and manage social media posts using Meta Business Suite.
- Source and organize images/videos for social media use.
- Source and organize music license for media material.
- Monitor engagement, comments, and messages on social media platforms

2. Ticket system and data collection

- Ticketing system landing page management (ensure the accuracy of all public information)
- Manage enquires for ticket purchasing
- Track the ticketing sales performance.
- Ticket buyers' personal data collection and report.
- On-site ticket desk management. (8-11 May)
- In charge of on-site ticket admit training. (8-11 May)
- Ensure a smooth entry at the Fair.

3. Event & PR

- Logistic management of Marketing tools (e.g., invites, leaflets, fair maps, banners, etc.)
- Coordinate the media and press events and activities.



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- Manage the ticket platform and registration for Ideas Forums and Public Guided Tours.
- Manage the set-up of press conference room
- Manage the press material platform
- Manage the PR coverage report
- Provide logistical support for media
- Post-event report

3. Administrative & Clerical Support

- Manage all the inquiries address to marketing@taipeidangdai.com
- Corporate documentation support and logistics management.
- Manage the documentation of all the agreements and quotations.
- PR & Marketing tools & materials logistic management.
- Conduct data entry and maintain marketing databases.
- Provide ad-hoc support to the Marketing team.
- Support cross-functional collaborations.

Qualifications & Requirements

- Experience in social media management
- Proficiency in Microsoft Office (Excel, Word, PowerPoint); knowledge of Adobe Illustrator/Photoshop is an advantage
- Detail-oriented, organized, and able to manage time effectively
- Good command in English

To apply submit your CV and cover letter addressing the points above to Taipei Dangdai Head of Marketing, Cherrie Hu cherrie@taipeidangdai.com