



China

Chinese Classics Translation Assistant

Freelance Role Description

Salary: negotiable dependent upon experience

Location: London

Duration: until 1 April 2018 – with potential to extend.

Reporting to: Nic Wass, Associate Dramaturg (New Work)

Job Purpose: To provide linguistic and administrative support to the Chinese Classics Translation Project for one day per fortnight (days are flexible), with the potential to increase at peak periods.

Context: The Chinese Classics project involves working with writers, translators, academics and theatres in the UK and China to share classical Chinese stories in English with today's audiences.

Our cultural, artistic and educational exchange with China is based on the belief that we foster deeper understanding between cultures by sharing and telling each other our stories. China's rich dramatic heritage mirrors the epic scale, complexity and universality of Shakespeare's work, and has a national curriculum which requires young people to study his plays. We are delighted that we are able to bring the RSC's work to new audiences in China, and to share China's classics with audiences and theatre-makers in the UK.

Key Responsibilities

Support the research and administration of the Chinese Classics Translation Project, including:

- Updating the database with relevant information on titles, versions and editions
- Translating relevant literary or project-specific website copy from English to Mandarin
- Managing the digital and paper archiving of Chinese Classics texts and information
- Contributing Chinese cultural expertise
- Administration of the Chinese Classics email inbox and other enquiries
- Project research as required, including sourcing base texts in classical Chinese
- Drafting emails in translation and supporting the project manager in effectively communicating with Chinese partners
- Contribute to the Project's online presence, including website copy, social media and relevant translation



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Person Specification

This position would be ideal for an excellent and proactive researcher, translator or administrator who is fluent in written and spoken Chinese and has a good knowledge of classical Chinese texts.

Skills

- Fluency in written and spoken Chinese and English
- Depth of understanding, enthusiasm and knowledge of Chinese culture
- Good working knowledge of classical Chinese texts
- Very strong IT skills, particularly using MS Office and databases
- Proactive approach and experience of effective prioritisation
- Strong and demonstrable administrative skills
- Appreciation of cultural sensitivities and interest in cultural exchange
- Excellent verbal and written communication
- Keen attention to detail, tact and discretion
- Self-motivation and a collaborative approach
- Interest in theatre, archiving or research

Further information

This is freelance position for one day per fortnight, with the potential to increase at peak periods. The position is based in the RSC's Covent Garden office, London.

Days and hours can be flexible. The office's main working hours are 10am – 6 pm Monday to Friday.

Applications

To apply, please send along a covering letter detailing why you are applying for this role and how you meet the person specification, along with your CV.

Applications should be sent to chineseclassics@rsc.org.uk

Closing date for receipt of applications

Monday 18th December, 5pm.

This post would start in January 2017.

Please note that the RSC is unable to reimburse interview expenses.

We are committed to building a diverse workforce and welcome applications from all individuals.

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