



## 香港藝術節協會有限公司 Hong Kong Arts Festival Society Ltd

**The Hong Kong Arts Festival** is a non-profit organization committed to enriching the cultural life of the city. It presents around 130 performances by top local and international talent in February and March each year, and organises a wide range of auxiliary and educational events.

Suitable candidates are invited to apply for the following:

### **Assistant Marketing Manager (Music) / Marketing Officer (Music)**

#### **Responsibilities:**

To assist the Marketing Director and Marketing Manager in the preparation and execution of marketing activities including producing publicity materials, advertising, media buying, liaising with the press and copy writing.

#### **Requirements:**

- Good exposure to and knowledge of performing arts and classical music in particular is preferred;
- Good knowledge or sound track record on marketing, advertising, design & production, media buying and budget control;
- Solid experience or knowledge in e-marketing;
- Good interpersonal and communication skills to work with different parties;
- Strong management in time and multi-tasking in meeting tight deadlines;
- Initiative, assertive and creative to enhance the output of your service;
- Can handle work pressure;
- Excellent written and spoken English and Chinese;
- University graduate with a minimum of 4 years' relevant experience;
- Knowledge on other discipline(s), e.g. legal, IT, etc. which would be helpful to our works is a plus; and
- Prior experience in performing arts marketing would be an advantage.

Please apply on or before **25 May 2024** with full resume stating current and expected salary, and a **covering letter** outlining skills and experience which are relevant to the above requirements and the fulfilment of the HKAF's mission. Applications should be sent by mail to HR & Admin Manager, Hong Kong Arts Festival Society Ltd, Room 1205, Hong Kong Arts Centre, 2 Harbour Road, Wanchai, Hong Kong or by email through [hr.recruit@hkaf.org](mailto:hr.recruit@hkaf.org).

Short-listed candidates may be required to sit for a written test and candidate with less experience will be considered for Marketing Officer.

HKAF is committed to equal opportunity employment.

(Candidates may be considered for other posts. All personal data collected will be used for recruitment purposes only.)