



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 organisation 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 outreach and educational events.

Suitable candidates are invited to apply for the following:

Technical Coordinator

Responsibilities:

1. Handle assigned programmes' technical coordination in coordination and negotiation with performing companies/artists, including supervising all relevant technical and production preparation and being onsite for load-in, set-up, rehearsals, performances and strike-out;
2. Prepare and attend artist rehearsals locally in Hong Kong;
3. Liaise with venues, licensing authorities, contractors and service providers for smooth load-in and load-out and efficient set-up and presentation of performances in accordance with regulations and ordinances laid out by venue management;
4. Supervise local contractors and freelance technicians/workers onsite, ensuring their efficiency and safety at all working levels;
5. Prepare, administer and account for all technical expenditures for assigned programmes and ensure that proper procurement procedures are followed.

Qualifications:

1. A recognized university/academic degree in technical/stage management, lighting, sound engineering or an equivalent;
2. At least 6 years of relevant experience, of which at least 3 years were in a supervisory position;
3. Proficient in Microsoft Office and AutoCAD;
4. Extensive technical experience in various stage productions, including technical operations and management;
5. Have good communication skills, fluency in both spoken and written English and Chinese;
6. First aid certificate valid until 30 March 2025 will be an advantage.

Please apply on or before **4 October 2024** with full resume stating current and expected salary, and a cover letter outlining skills and experience which are relevant to the above requirements and the fulfilment of the HKAF mission.



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Applications should be sent by mail to the Human Resources and Administration Manager, Hong Kong Arts Festival Society Ltd, Room 1205, Hong Kong Arts Centre, 2 Harbour Road, Wanchai, Hong Kong or by email to hr.recruit@hkaf.org.

HKAF is committed to equal opportunity employment.

(All personal data collected will be used for recruitment purposes only.)