



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.

No Limits is a new project co-presented by the Hong Kong Arts Festival and The Hong Kong Jockey Club Charities Trust. Launched in 2019, **No Limits** strives to create an inclusive space for people with different abilities to share the joy of the performing arts together.

Suitable candidates are invited to apply for the following post:

Technical Coordinator (Special Project)

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. Communicate with partners such as the disability support organisations as well as HKAF's internal teams to ensure the smooth delivery of the special project;
6. 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 were in a supervisory position;
3. Proficient in Microsoft Office and AutoCAD;



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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. Knowledge of the NGO sector/social service in Hong Kong;
7. 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.

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.)