



## 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 post(s):

### **Technical Coordinator**

#### **Responsibilities:**

1. Coordinate technical aspects of assigned programmes, liaising with performing companies/artists to oversee all technical and production preparations, including load-in, setup, rehearsals, performances, and strike-out.
2. Attend and manage artist rehearsals in Hong Kong.
3. Liaise with venues, licensing authorities, contractors, and service providers to ensure smooth load-in/load-out, efficient setup, and compliance with venue regulations.
4. Supervise onsite contractors and freelance technicians, ensuring operational efficiency and adherence to safety protocols.
5. Prepare, manage, and account for technical expenditures for assigned programmes, ensuring compliance with procurement procedures.

#### **Qualifications:**

1. A recognised degree in technical/stage management, lighting, sound engineering, or a related field.
2. Minimum 6 years of relevant experience, including at least 3 years in a supervisory role.
3. Proficiency in Microsoft Office and AutoCAD.
4. Extensive technical experience in stage productions, including operations and management.
5. Strong communication skills; fluency in English and Chinese (written and spoken).
6. A valid first aid certificate (expiring no earlier than 30 March 2026) will be an advantage.
- 7.

Please apply on or before **25 August 2025** 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](mailto:hr.recruit@hkaf.org).

HKAF is committed to equal opportunity employment.

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