

Senior Project Officer / Assistant Project Manager (Theatre Team)

(12-month contract with a possibility for renewal)

Application deadline: 26 Jun 2026

Established in 2008, The Absolutely Fabulous Theatre Connection (AFTEC) is an award-winning charity that firmly believes in the power of the arts to inspire, motivate and transform, and use an integrated arts-in-education approach to enhance education and encourage creative learning. Our unusual creative learning programmes offer space for imaginative individuals looking for exciting and different perspectives on the arts. Our work is game-changing and has been recognised locally and abroad.

We are keen to locate an effective Senior Project Officer / Assistant Project Manager to join our theatre team for an innovative project in audience/community development and cross-border engagement through indoor and outdoor arts and community programmes.

Duties include:

- Coordinate logistic and administration to ensure the smooth running of the arts programmes and community engagement initiatives
- Liaise with internal and external parties (sponsors, artists, collaborators, schools, NGOs, venues) to coordinate, organise and execute events
- Support in implementing and evaluation of cross-border engagement initiatives
- Support in managing project preparation, execution and reporting
- Support in managing data collection for project support & progress
- Coordinate other office administration and supportive duties

Attributes for the successful candidates include:

- Permanent HK residency
- Degree holders in the arts education/ cultural fields
- 2-3 years of relevant experience
- Passion for the arts and education
- Creative and detail-minded
- Good communication, interpersonal, organisation and analytical skills
- Self-motivated, able to work independently and multi-task
- Good command of spoken and written English and Chinese
- Candidates with solid relevant work experience will be considered as Assistant Project Manager

Interested candidates please send your resume stating the date available, current and expected salary, and a cover letter outlining skills and experience relevant to the position. Applications can be sent by email to calvinco@aftec.hk. Shortlisted applicants will be invited for an interview within 4 weeks.

(Applicants not invited for interviews within 2 months may assume their applications are unsuccessful. Information provided will be treated with strict confidence, used and retained for recruitment purposes only.)

Enquiries: 2520 1716

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