

## **Administration Manager, Fringe Club**

### Responsibilities

- Ensure the smooth running of the Club and optimal resource utilization with sound internal control by formulating and implementing effective policies, systems, and procedures.
- Oversee all aspects of the Club's operations and activities covering marketing, administration, financial control, staffing, venue leasing, premises and facilities management, licensees' management, record and archives to ensure their effective functioning.
- Identify sources of funding, handle funding applications and related contractual and administrative tasks.
- Ensure the Club fulfils all obligations in accordance with the terms and conditions of the agreements signed with the Government and other funding bodies and sponsors, achieve all KPIs including utilization rate, number of audiences, etc., and prepare reports accordingly.
- Oversee the Club's policies, procedures, and systems to ensure compliance with laws, regulations, and standards.
- Oversee the Club's financial planning and controls, including budgeting, expenses and cash flow monitoring, cash handling, operating cost control and financial reporting.
- Manage and coordinate the use of Club venues by hirers and the Club's own programmes.
- Promote a supportive, collaborative and creative culture within the Club.
- Develop and maintain relationships with stakeholders including Government departments, funding bodies, sponsors, donors and collaborators.
- Source donors and sponsors, plan and organize fundraising programmes and events for the Club.
- Oversee the operations of licensees including contracts administration.
- Organise and prepare papers and minutes for Board meetings.
- Represent the Club in networking and negotiations with funding bodies, sponsors, donors, local and overseas partners, etc., speaking engagements, public and social appearances.

## Requirements

- University qualifications with no less than 10 years administrative experience, of which 3-5 years in management positions. Experience in arts administration a distinct advantage
- A reasonable knowledge and network in the arts sector
- Good business sense, management and negotiation skills, and the ability to multi-task
- Excellent oral and written communication skills in Chinese and English, and proficiency in Putonghua
- Proven leadership ability with excellent people management skills
- Exceptional skills in stakeholder management and ability to communicate effectively at all levels
- Experienced in fundraising with a successful track record
- Highly motivated, proactive, able to work independently and have a strong sense of responsibility
- Readiness to work irregular hours and on public holidays

Interested parties please send full resume with current salary, expected salary and availability to [yvonne@hkfringeclub.com](mailto:yvonne@hkfringeclub.com)