



Arts Administration Intern

Founded in 2021, Jazz Society is a growing force in Hong Kong's jazz scene, which aims to promote jazz through innovative community outreach and cultural programs. As an Arts Administration Intern, you will work alongside a young and diverse team to execute a series of exciting cultural events and projects. This internship offers a unique opportunity to gain practical experience within the arts and culture sector, as well as valuable training in the field of arts administration.

This role will require approximately 10-12 hours of work per week.

Responsibilities:

- Support the Program Manager in the planning and organization of events and concerts that will take place in the new East Kowloon Cultural Centre; assist with the execution and on-site support for shows, performances and community outreach programs
- An opportunity to lead the development and implementation of a new monthly event initiative with guidance
- Assist with administrative tasks such as scheduling, minuting, maintaining records, filing, and other organizational duties
- Conduct market research on art and music landscapes and analyze market trends, audience preferences, and competitive activities to support the organization's strategic decision-making
- Manage the organization's social media platforms, such as Instagram, Facebook, Twitter
- Implement and execute EDM to promote events, news, and updates

Requirements:

- University student in a relevant discipline (preferably in arts, literature, translation, music)
- Excellent command of written Chinese and English
- Organised, self-motivated, able to multi-task
- Proficient in using productivity software (e.g., Microsoft Office, Google Suite)
- Familiarity with social media platforms
- Prior internship or volunteer experience in event planning, arts/music administration, or the nonprofit sector will be beneficial
- Ability to work flexible hours, including evenings and weekends, as required for events
- Willingness to take on a variety of tasks and contribute to the overall success of the organization
- Strong interest in gaining hands-on experience in arts administration and event management

Please apply before 1 August 2024 with full resume indicating your available working day(s) and period by e-mail through team@jazz.org.hk using the subject line "Jazz Society Intern Application 2024". Shortlisted candidates will be contacted for interview.