



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 organization 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 auxiliary and educational events.

Suitable candidates are invited to apply for the following:

Head of Artist Coordinators / Artist Coordinators (AC)

Recruitment for two project-based positions

- 1/ Head of Artist Coordinators
- 2/ Artist Coordinators (AC)

Overview

The Head of Artist Coordinators leads and supervises the team of Artist Coordinators (ACs) throughout the project period and also works as an AC during the Festival.

The ACs work closely with the Programme department on all logistics and hospitality arrangements for visiting artists and companies. During the Festival period, the ACs provide on-site support to visiting artists and act as the primary point of contact between the visiting artists and the HKAF office, manage their itineraries and coordinate logistics.

Responsibilities of the Head of Artist Coordinators include:

- Leading and supervising the team of ACs during the Festival;
- Preparing relevant documents, such as artist itineraries and contracts, and rostering for the team;
- Overseeing all matters related to ACs;
- Coordinating the overall artistic hospitality arrangements of the Festival; and
- Working as an AC as detailed below.

Responsibilities of Artist Coordinators include:

- Assisting the HKAF office in preparing and updating the itineraries before the arrival of visiting artists;
- Assisting visiting artists with their on-site needs during the Festival period for a smooth and timely delivery of performances, and chauffeuring them to other activities arranged by the HKAF office;
- Serving as a point of contact between the HKAF office and the visiting artists, relaying information about itineraries, press interviews, transportation, accommodation, rehearsals and performances; and coordinating all related frontline logistical arrangements;
- Collaborating with various departments/units within the HKAF office, such as marketing, ticketing, development, finance, outreach and technical;
- Building and maintaining positive relationships with the artists, and fostering a welcoming and supportive

environment;

- Attending production and programme meetings as required; and
- Other duties as assigned.

Period:

Both roles are project-based and require weekend work and irregular hours.

Head of Artist Coordinators

- Mid-November 2024 to late-February 2025: preparation work
- 23 February to 31 March 2025: full-time during the Festival period

Artist Coordinators

- January to late-February 2025: preparation work
- 23 February to 31 March 2025: full-time during the Festival period

All successful candidates MUST attend the Festival briefing in January 2025.

Requirements:

1. Excellent verbal and written communication skills in English and Chinese. Proficiency in other languages (such as Putonghua, German, French, Italian, Dutch, Greek, Czech, Argentine Spanish, or Japanese) is a plus;
2. Strong interpersonal skills and attention to detail;
3. Ability to manage competing tasks, to work independently and to work under pressure;
4. Problem-solving skills to resolve issues in a timely and efficient manner;
5. A collaborative working style and hands-on work ethic;
6. Experience working for festivals and/or other arts organisations;
7. Interest in and enthusiasm for the arts;
8. A valid working visa in Hong Kong.

Please apply on or before **31 October 2024** with a 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's mission.

Applications should be sent by mail to HR & Administration Manager, Hong Kong Arts Festival Society Ltd, Room 1205, Hong Kong Arts Centre, 2 Harbour Road, Wan Chai, Hong Kong, or by email through hr.recruit@hkaf.org.

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

The HKAF is committed to equal-opportunity employment.