



## 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.

**No Limits** is a project co-presented by the Hong Kong Arts Festival and The Hong Kong Jockey Club Charities Trust. Launched in 2019, **No Limits** strives to create an inclusive space for people with different abilities to share the joy of the performing arts together. Suitable candidates are invited to apply for the following:

### **Artist Coordinators (No Limits)**

#### **Overview**

The Artist Coordinators (ACs) work closely with the Programme team 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 No Limits office, manage their itineraries and coordinate logistics.

#### **Responsibilities of Artist Coordinators include:**

- Assisting the Festival 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 stage performances, and chauffeuring them to other activities arranged by the Festival office;
- Serving as a point of contact between the Festival office and the visiting artists, relaying information about itineraries, transportation, accommodation, accessibility arrangements, rehearsals and performances; and coordinating all related frontline logistical arrangements;
- Collaborating with various departments/sessions within the Festival 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:**

The role is project-based and require weekend work and irregular hours.

- January to mid-February 2024: preparation work
- Full time within 17 February to 30 March during the Festival period (exact period depends on schedule of various programmes)

**All successful candidates MUST attend the Festival briefing in January 2024.**

Requirements:

1. Excellent verbal and written communication skills in English and Chinese. Proficiency in other languages (especially Spanish or Italian) 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, especially programmes related to inclusive arts;
7. Interest in and enthusiasm for the arts, especially inclusive arts
8. A valid working visa in Hong Kong.

Please apply on or before **29 November 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](mailto:hr.recruit@hkaf.org).

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

The HKAF is committed to equal-opportunity employment.