



R&T (Rhythm & Tempo) Limited

Artistic Development Coordinator (6 Months contract)

Key Responsibilities:

- Provide administrative support to the Artistic Director
- Look after the artistic team, dancers' studios, rehearsal and performance venues.
- Perform administrative duties to support the production team and the dancers.
- Maintain the rehearsal schedule, and be the point of contact to coordinate with the admin team.
- Assist with rehearsals and performances, and look after creative collaborators, guest artists, and extras in the company's productions
- Perform ad-hoc duties assigned by the Artistic Director or Company Manager

Requirements:

- Hong Kong permanent resident aged 18 or above
- Degree graduates of local or oversea tertiary institutes or above, obtained within the last 3 school years.
- Independent, careful, honest and with good team spirit and organizational skills;
- With good interpersonal and communication skills;
- Excellent in written Chinese and English, fluent in Cantonese and English;
- Proficiency in MS Office and Google;
- Enthusiastic in performing arts;
- Experienced with use of social media applications;
- Hands on experience with Adobe PS, AI and video editing is a plus;
- Language skills in Korean or Japanese in a plus but not necessary.

Salary and Conditions:

- Annual leave, employee's insurance, MPF, and other related welfare;
- Regular working period: 5 days per week. Working on public holidays may be required;
- Working with good performance can be rewarded with bonus.

2023/24 The Arts Talents Internship Matching Programme is supported by the Hong Kong Arts Development Council

Interested individuals may email your CV with availability to info@rnttap.com on or before 15 May, 2025. All information provided will be kept confidential and be only used for the recruitment purposes of the related position. For enquiries, please contact 3996 8331.

www.rnttap.com