



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:

Assistant Marketing Manager (Advertising & Production)

Responsibilities:

To assist the Marketing Director in the preparation and execution of marketing activities including producing print publicity materials, booklet and brochure, outdoor advertising, venue decoration, media buying, liaising with the press and maintaining the circulation and distribution list.

Requirements:

- Solid experience in advertising, design & print production;
- Good exposure to and knowledge of performing arts is preferred;
- Good knowledge or sound track record on marketing, media buying, budget control and PR;
- Good interpersonal and communication skills to work with different parties;
- Strong project management mindset, skills in managing time, multi-tasking and meeting tight deadlines;
- Detail oriented and creative, able to work under pressure
- Excellent written and spoken English and Chinese;
- University graduate with a minimum of 5 years' relevant experience;
- Prior experience in performing arts marketing would be an advantage.

Please apply on or before **7 December 2024** with full resume stating current and expected salary, and a **covering 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 Human Resources & Administration Manager, Hong Kong Arts Festival Society Ltd, Room 1205, Hong Kong Arts Centre, 2 Harbour Road, Wanchai, Hong Kong or by email through hr.recruit@hkaf.org.

Short-listed candidates may be required to sit for a written test.

HKAF is committed to equal opportunity employment.

(Candidates may be considered for other posts. All personal data collected will be used for recruitment purposes only.)