



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 post:

Outreach Coordinator

Responsibilities:

- Support the Senior Programme Manager in producing youth-led performing arts production and new initiatives for the Young Friends;
- Contribute to the education and audience development of the Young Friends and other projects;
- Liaise with artists, instructors, technical, creative and production teams for execution of the outreach activities including but not limited to school tours, lecture demonstrations and workshops;
- Responsible for the budgeting, administration and reporting of the productions;
- Assist in the promotion of the projects through online and printed materials; and
- Attending work on evenings and weekends during the Festival and programme/ project periods.

Qualifications:

- Degree or Diploma holder with 3 years or above relevant working experience in art/event management;
- Passionate in the performing arts and enjoy attending arts events and connected in the industry;
- Experienced in interdisciplinary practices and enjoy collective working culture;
- Proficiency in MS Office and adaptive to online management tools; and

Prefer

- Welcome challenges and able to approach problem with both artful and critical thinking;
- Strong project management, cost control and communication skills;
- Immediate availabilities are preferred. Applicants with less experience may be considered as Outreach Coordinator.

This is a contract post renewable on a yearly basis.

Please apply before **13 July 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 can send by mail to Human Resources and 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.

HKAF is committed to equal opportunity employment.

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

Calling for a creative, passionate and proficient art enthusiasts to join a young and energetic team to build first-class quality encounters and learning through the arts at the Hong Kong Arts Festival