



Hong Kong Festival Fringe Limited
香港中環下亞厘畢道二號 2 Lower Albert Road, Central, Hong Kong
電話 Tel: +852 2521 7251 | 傳真 Fax: +852 2868 4415
www.hkfringeclub.com | www.facebook.com/hkfringeclub

Programme Manager, Fringe Club

Business Development

- Handle general hirer enquiries
- Handle the logistics of site visits
- Source and identify potential hirers and collaborators, maintain an up-to-date database
- Maintain good relations with potential hirers and collaborators, reach out to them from time to time with creative proposals to solicit new deals
- Maintain good awareness of all programmes and communicating effectively with all stakeholders
- Coordinate with artists, performers, and event organizers
- Assist in developing marketing strategies and campaigns
- Address event organizers' needs and handle their enquiries and complaints

On-site Management

- Act as on-site floor manager to oversee the performance of service providers to maintain service standards
- Interact with hirers and guests to obtain feedback in regard to food and beverage, service standards, venue ambience, technical support
- Settle the bill with hirers by the end of events
- Ensure all acts in back-of-house and front-of-house (event-related) are in full compliance with rules and regulation and laws

Requirements

- University qualifications with no less than 3 years relevant experience
- A reasonable knowledge and network in the arts sector
- Proven leadership ability with excellent people management skills
- Highly motivated, proactive, able to work independently and have a strong sense of responsibility
- Readiness to work irregular hours and on public holidays

Interested parties please send full resume with current salary, expected salary and availability to yvonne@hkfringeclub.com