

Hong Kong Gaudeamus Dunhuang Ensemble (HKGDE)



香港天籟敦煌樂團

Job Description – Exhibition Production Coordinator 展覽製作統籌

(1-year contract with a possibility for renewal) (為期 1 年的合約，有機會續約)

Hong Kong Gaudeamus Dunhuang Ensemble (“HKGDE”) was founded in 2018. Combining the principle with the education of respecting individual and inheritance of Dunhuang culture, we attempted to recreate and enliven musical scenes from over a thousand years ago in the murals within the Dunhuang grottoes through our interpretation and academic cooperation of ancient Dunhuang music, in order to enhance and promote the Dunhuang arts and culture.

香港天籟敦煌樂團於 2018 年成立，初心是通過音樂弘揚和教育敦煌文化和藝術，並將失傳了的敦煌壁畫內的場景音樂帶回人間。樂團重視文化內涵，本著以人為本的教育精神和文化承傳的目標，以「行者」之心作樂，古韻新詮、古譜入音，希望能帶動中樂年輕化，弘揚敦煌文化和藝術，並共同保護世界文化遺產。

We are currently seeking a coordinator with artistic production experience for the position of "Exhibition Production Coordinator." We hope that applicant will share our Ensemble's vision and are willing to collaborate with a group of talented young musicians to jointly promote Chinese culture and tell compelling Chinese stories.

本團現招聘富有藝術製作經驗的統籌人員，擔任「展覽製作統籌」職位。同時亦希望申請者認同本團理念，願意與一班有天賦、有才能的年輕音樂家共同合作，為共同傳承中華文化，說好中國故事而努力。

Job Description

- Collaborating with various creative professionals, including vendors, curators, artists, and designers;
- Planning, organizing, and managing exhibition/ project logistics;
- Working with audio and visual elements (video, digital imagery, installations) ;
- Coordinating the preparation and on-site execution of cultural and artistic activities;
- Handling related matters requested by the company.

職責

- 與各類創意專業人士合作，包括供應商、策展人、藝術家和設計師；
- 規劃、組織和管理展覽或項目的物流；
- 處理音頻和視覺元素（視頻、數字圖像、裝置）；
- 協調文化藝術活動前期準備與現場執行；
- 處理公司要求的相關工作。

Requirements:

- Candidates must be permanent residents of the Hong Kong Special Administrative Region aged 18 or above;
- Associate Degree Graduates or Higher Diploma Holders from local or overseas tertiary institutes, obtained within the last 3 school years at the time of application.
- Excellent inter-personal skills with dedication, detail-oriented, and a good team player;
- Proficiency in computer skills (MS Word, Excel, PowerPoint, etc.), and Chinese Word processing;
- Fluent in English and Cantonese, and Putonghua preferably;
- Have a great passion for music, arts and Dunhuang culture is preferred.

入職條件及要求:

- 申請者必須年滿 18 歲，並為香港特別行政區的永久居民；
- 需持有本地或海外高等院校頒發的副學士學位或更高的文憑，且該學位需在申請前的三個學年內獲得；
- 細心、有責任心、具良好溝通及組織能力、有領導及團隊精神及能獨立完成工作；
- 熟悉一般電腦 (MSWord、Excel、PowerPoint 等)，熟悉中、英文電腦文字輸入；
- 具備優秀中、英文溝通能力，懂得普通話更佳；
- 對音樂、藝術或敦煌文化有興趣更佳。

Working hours / 工時: : 5-day work 一周五天工作

* Many activities overseen by the General Manager take place on weekends and public holidays. Time off can be taken in lieu of such irregular overtime work.

* 籌辦演出或教育項目期間或需不定時/周六/假日工作，如需超時工作會以補假作為補償

Application

Applicants who are interested should apply with a cover letter, full resume and a one-page introduction. Such information should be sent to: enquiry@gde.com.hk.

* Personal data collected will be treated in strictest confidence and will only be used for HKGDE recruitment purposes.

申請需知

應徵者請將求職信、個人履歷及 1 頁的個人簡介電郵至 enquiry@gde.com.hk。

* 申請者所提供的資料將予保密及僅作行政內部使用。

查詢 Enquiry: 2885 2698 / enquiry@gde.com.hk

網址 Website: www.gde.com.hk