

PART-TIME DUTY MANAGER (FRONT-OF-HOUSE)

Appointees will assist the Venue Performance Office in discharging front-of-house and venue management duties in relation to the operation of the performances and events hosted in the Academy venues, including training and management of part-time ushers.

Appointment will be on a one-year basis. During the contract period, appointees are expected to work according to the working roster scheduled from time to time by the Venue Performance Office. He/She is required to work on shift-duty which include irregular hours, like evenings, on weekends and on public holidays according to operational needs.

Applicants should have:

- (a) (i) A Bachelor's degree from a university in Hong Kong, or equivalent, preferably relating to customer services/venue operations/performing arts administration/human resources; and at least 3 years of experience in performing arts venue management or similar areas of work; OR
- (ii) An accredited Associate Degree or an accredited Higher Diploma, from a Hong Kong tertiary institution or equivalent, preferably relating to customer services/venue operations/performing arts administration/human resources; and at least 8 years of experience in performing arts venue management or similar areas of work; AND
- (b) Good command of written and spoken English and Chinese. Proficiency in Putonghua will be an advantage; AND
- (c) Good organisational ability, strong interpersonal and communication skills.

APPLICATIONS

To apply, please submit a completed Application Form ([click here](#)), curriculum vitae and copies of academic qualifications, to the Human Resources Office, The Hong Kong Academy for Performing Arts, No.1 Gloucester Road, Wanchai, Hong Kong, or email (hro@hkapa.edu). Please quote reference code 'P/T DM(FOH)' in the Application Form. Applications are now open until the post is filled.

HKAPA is an equal opportunity employer.

Personal data collected will be used for recruitment-related purposes only.