



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 artists in February and March each year, and organizes a wide range of outreach and educational events.

Suitable candidates are invited to apply for the following:

Production Officer (15 November 2023 – 5 April 2024)

Responsibilities:

1. Assist in production and stage management aspects of 2024 HKAF programmes;
2. Maintain audio, music instrument and visual information lists;
3. Supervise local contractors and freelance technicians/workers;
4. Manage technical requirements, set-up and on-site logistic arrangement of surtitles;
5. Provide back-of-house support to the technical team;
6. Other duties as assigned.

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Requirements:

1. A recognized university/academy advanced diploma in arts/stage/technical management, or equivalent;
2. Minimum 2 years of relevant experience with performing arts companies or arts organizations;
3. Familiarity with MS Office applications, usage of AutoCAD will be an advantage;
4. Experience in stage productions, including technical operations and storage management;
5. Self-motivated and be able to work under pressure and maintain tight schedule;
6. Good communication skills and fluency in written and spoken Chinese and English.

Please apply before **10 October 2023** with full resume stating current and expected salary, and a cover letter outlining skills and experience which are relevant to the above requirements and the fulfilment of the HKAF mission.

Applications should be sent by mail to the 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 to hr.recruit@hkaf.org.

HKAF is committed to equal opportunity employment.

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