

Hong Kong Dance Alliance Limited

The Hong Kong Dance Alliance is a non-profit-making body that supports and promotes all forms of dance in Hong Kong. Our projects include the annual Hong Kong Dance Awards, presenting new work by young choreographers in ‘New Force in Motion’ Series and publishing the quarterly magazine dance journal/hk.

We are inviting applications for the position of **Arts Administration Officer**. The successful candidate will gain hands-on experience in wide-ranging arts administrative work – from daily operations and project implement to marketing and logistics coordination. The officer will be able to acquire the necessary skillset and vision to further the career as a professional arts administrator.

Job Descriptions:

1. Support in project operations and facilitate the execution of special / ad hoc projects
2. Cooperate with the team for the production of promotional and publicity materials
3. Maintain accurate documentation and record according to statutory guidelines
4. Work closely with the manager for liaison with the Government and other public bodies as a primary voice for the dance industry in Hong Kong
5. Meet a diverse range of industry stakeholders and dance-related organizations
6. Draft and translate letters, press releases and documents as required
7. Undertake any other duties as assigned

Job Requirements:

1. Be a Hong Kong permanent resident of age 18 or above
2. Arts Administration/ Cultural Studies/ Languages/ Communications Degree obtained within the past 3 years
3. Preferably have some work experience in relevant field
4. Be responsible, detail-oriented, self-motivated, and always work with a can-do attitude
5. Be able to work in a fast-paced environment and deliver within the given timeframe
6. Be comfortable with possible duties during unconventional hours arising from project needs
7. Demonstrate good communication, organizational, interpersonal, and problem-solving skills
8. Have fundamental knowledge and considerable interest in the dance or performing arts industry

Immediate availability is preferred. Interested parties are invited to send a detailed CV with a cover letter in English indicating current (if applicable) and expected salaries along with the date of availability to admin@hkdanceall.org by **Monday, 30 September 2024**.

Shortlisted candidates will be invited to an interview. Applicants may consider their application unsuccessful if they do not hear from us within 4 weeks from the closing date.

Personal data collected will be used for recruitment purposed only and will be treated confidentially.

2024/25 The Arts Talents Internship Matching Programme is supported by the Hong Kong Arts Development Council.