

Project Management Team - School Division

(12-month contract with a possibility for renewal)

Application deadline: 28 February 2025

Established in 2008, The Absolutely Fabulous Theatre Connection (AFTEC) is an award-winning charity that firmly believes in the power of the arts to inspire, motivate and transform, and use an integrated arts-in-education approach to enhance education and encourage creative learning. Our unusual creative learning programmes offer space for imaginative individuals looking for exciting and different perspectives on the arts. Our work is game-changing and has been recognised locally and abroad.

As we expand our creative schools for the 2025 academic year, we are keen to locate an effective project management team (School Division) including a Project Manager, Assistant Project Manager and Senior Project Officer. Join us to power the city towards creative learning and arts education alongside local and international professionals across multiple sectors.

Duties include:

- Coordinate logistic and administration with schools and maintain close liaison with teachers & creative practitioners to ensure seamless collaboration
- Manage and implement the arts & creative learning programmes including documents preparation
- Liaise with internal and external parties (sponsors, artists, schools, venues) to coordinate, organise and execute events
- Manage project preparation, execution and reporting
- Manage data collection for project support & progress
- Coordinate other office administration and supportive duties

Attributes for the successful candidates include:

- Permanent HK residency
- Degree holders in the arts education/ cultural fields
- **Project Manager:** 5-10 years of experience in arts administration, education, or related fields, with at least 2 years in a managerial role
- **Assistant Project Manager:** 3-5 years of relevant experience
- **Senior Project Officer:** 2-3 years of relevant experience
- Passion for the arts and education
- Creative and detail-minded
- Good communication, interpersonal, organisation and analytical skills
- Self-motivated, able to work independently and multi-task
- Good command of spoken and written English and Chinese

Interested candidates please send your resume stating the date available, current and expected salary, and a cover letter outlining skills and experience relevant to the position. Applications can be sent by email to calvinco@aftec.hk. Shortlisted applicants will be invited for an interview within 4 weeks.

(Applicants not invited for interviews within 2 months may assume their applications are unsuccessful. Information provided will be treated with strict confidence, used and retained for recruitment purposes only.)

Enquiries: 2520 1716

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