



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 talent in February and March each year, and organises a wide range of auxiliary and educational events.

No Limits is a project co-presented by the Hong Kong Arts Festival and The Hong Kong Jockey Club Charities Trust. Launched in 2019, **No Limits** strives to create an inclusive space for people with different abilities to share the joy of the performing arts together. Suitable candidates are invited to apply for the following:

Artist Coordinators (No Limits)

Overview

The Artist Coordinators (ACs) work closely with the Programme team on all logistics and hospitality arrangements for visiting artists and companies. During the Festival period, the ACs provide on-site support to visiting artists and act as the primary point of contact between the visiting artists and the No Limits office, manage their itineraries and coordinate logistics.

Responsibilities of Artist Coordinators include:

- Assisting the Festival office in preparing and updating the itineraries before the arrival of visiting artists;
- Assisting visiting artists with their on-site needs during the Festival period for a smooth and timely delivery of stage performances, and chauffeuring them to other activities arranged by the Festival office;
- Serving as a point of contact between the Festival office and the visiting artists, relaying information about itineraries, transportation, accommodation, accessibility arrangements, rehearsals and performances; and coordinating all related frontline logistical arrangements;
- Collaborating with various departments/sessions within the Festival office, such as marketing, ticketing, development, finance, outreach and technical;
- Building and maintaining positive relationships with the artists, and fostering a welcoming and supportive environment;
- Attending production and programme meetings as required; and
- Other duties as assigned.

Period:

The role is project-based and require weekend work and irregular hours.

- January to mid-February 2024: preparation work
- Full time within 22 February to 18 March during the Festival period (exact period depends on schedule of various programmes)

All successful candidates MUST attend the Festival briefing in January 2024.

Requirements:

1. Excellent verbal and written communication skills in English and Chinese. Proficiency in other languages (especially Spanish or Italian) is a plus;
2. Strong interpersonal skills and attention to detail;
3. Ability to manage competing tasks, to work independently and to work under pressure;
4. Problem-solving skills to resolve issues in a timely and efficient manner;
5. A collaborative working style and hands-on work ethic;
6. Experience working for festivals and/or other arts organisations, especially programmes related to inclusive arts;
7. Interest in and enthusiasm for the arts, especially inclusive arts
8. A valid working visa in Hong Kong.

Please apply on or before **30 November 2023** with a 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's mission.

Applications should be sent by mail to HR & Administration Manager, Hong Kong Arts Festival Society Ltd, Room 1205, Hong Kong Arts Centre, 2 Harbour Road, Wan Chai, Hong Kong, or by email through hr.recruit@hkaf.org.

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

The HKAF is committed to equal-opportunity employment.

HKAAA JOB MKT