



## 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 organizes a wide range of auxiliary and educational events.

Suitable candidates are invited to apply for the following post:

### **Arts Administrator Trainee**

#### **Requirements:**

1. Hong Kong permanent resident;
2. A university degree or equivalent, preferably majoring in Arts Administration or a Performing Arts discipline;
3. Excellent command of written and spoken English and Chinese (Cantonese and Putonghua);
4. Proficiency in MS office applications (incl. Word, Excel, and PowerPoint);
5. Self-motivated, detail-oriented and well-organized;
6. A team player with good interpersonal and presentation skills;
7. Passion in the arts and culture; and
8. Knowledge in the humanities and experiences in arts management.

Please apply before **30 April 2021** with a covering letter and full resume stating past and current salaries, and outlining skills and experience which are relevant to the above requirement and the fulfilment of the HKAF mission.

Applications should be sent by mail to Office Manager, Hong Kong Arts Festival Society Ltd, Room 1205, Hong Kong Arts Centre, 2 Harbour Road, Wanchai, Hong Kong or by email through [hr.recruit@hkaf.org](mailto:hr.recruit@hkaf.org).

HKAF is committed to equal opportunity employment.

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