



## 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:

### **Assistant Marketing Manager (Ticketing)/ Marketing Officer (Ticketing)**

#### **Responsibilities:**

To handle and supervise matters relating to subscription and ticketing for the Festival; these include customer service, arrangements with ticketing agencies, the issue of tickets, compilation of sales reports, coordinating the advance booking logistics, dealing with merchandise, and other tasks that may arise.

#### **Qualifications:**

1. A degree holder with past exposure to cultural activities, with a minimum of 4 years of experience dealing with ticketing for the performing arts;
2. Strong interpersonal skills and ability to take initiative;
3. Good computer skills including excel are a prerequisite;
4. Excellent analytical skills
5. Accurate and detail to deal with numbers and report;
6. Good command of English and Chinese. Spoken Putonghua preferred.

Candidate with less experience will be considered for Marketing Officer (Ticketing).

This is a contract post, renewable on a yearly basis.

Please apply before **21 October 2023** with full resume stating current and expected salary, and a covering letter outlining skills and experience which are relevant to the above requirements and the fulfilment of 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, Wanchai, Hong Kong or by email through [hr.recruit@hkaf.org](mailto:hr.recruit@hkaf.org).

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

HKAF is committed to equal opportunity employment.