



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 **23 November 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.

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

HKAF is committed to equal opportunity employment.