



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.

Suitable candidates are invited to apply for the following post:

Assistant Outreach Manager / Outreach Coordinator

Responsibilities:

- Reporting to the Senior Programme Manager in Outreach Team under Programme Department;
- Researching, developing and producing programmes for the Festival's outreach and new project development;
- Contributing to the educational contents and audience development of the Young Friends and other outreach projects;
- Liaising with artists, tutors, technicians, creative and production teams for execution of the outreach activities including productions for school tours and performances, and lecture demonstrations and workshops;
- Conducting budgeting, administration and assessment of the outreach projects and ensuring the smooth running of all programmes;
- Contributing to the direction and narrative for the promotion of the projects through online and printed materials;
- The role requires flexible working hours on evenings and weekends during the HK Arts Festival and programme/ project periods.

Qualifications:

- Degree or Diploma holder with 4 years or above relevant working experience;
- Passionate in the performing arts and interdisciplinary practices and enjoy collective curatorship;
- Strong project management, analytical, problem-solving and communication skills;
- Dedicated, self-motivated and well-organized;
- Able to work independently;
- Proficiency in MS Office and adaptive to online management tools; and
- Experience in producing and immediate availability are preferred. Applicants with less experience may be considered as Outreach Coordinator.

This is a contract post renewable on a yearly basis.

Please apply before **19 September 2024** 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 the HKAF's mission.

Applications can send by mail to Human Resources and 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.

HKAF is committed to equal opportunity employment.

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