



香港藝術節協會有限公司 Hong Kong Arts Festival Society Ltd

The Hong Kong Arts Festival (HKAF) 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:

Associate Programme Director

Responsibilities:

- Oversee all matters of the outreach programmes of HKAF, including Young Friends and PLUS;
- Devise an integrated programme in order to maximize the students' and communities' exposure to the arts, and to enhance their understanding of the Festival programmes;
- Set an annual target plan, liaise closely with the Education Bureau, school principals, teachers-in-charge, universities, tertiary and partnering institutions about the outreach programmes;
- Design an annual recruitment campaign to secondary schools and tertiary institutions, introducing the Festival and its programmes;
- Recruit and supervise staff for special projects such as special students matinees, artists-in-residence projects and community projects;
- Promote and publicize the outreach programmes and supervise the production quality of the website, digital and printed materials;
- Prepare the annual budget and year-end report;
- Assist the Programme Director in overseeing the music programmes of the Festival;
- Source and schedule programmes;
- Monitor programme progress and participate in the development, implementation and review of programme planning and strategy.

Qualifications:

- Degree holder with a minimum of 10 years of relevant working experience;
- Well versed in the performing arts;
- Good knowledge of classical and other types of music;
- Dedicated, self-motivated and well-organized;
- Strong project management, analytical, problem-solving and communication skills;
- Possess good leadership skills, and is also a good team player in the management team.

Please apply on or before **14 February 2025** with 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 & Admin 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.)

The HKAF is committed to equal opportunity employment.