



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 organisation 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:

Development Assistant

(Contract Period: Sep 2024 - Apr 2025)

Responsibilities:

As a member of the Development Team, the Development Assistant will provide administrative support and assist in daily operations of the Team, with a focus on assisting in matters related to donations, including maintenance of the donor database, servicing of donors, execution of donation campaigns, as well as other fundraising activities aimed at driving fundraising income essential for the Festival's continuous growth and development.

Qualifications:

- University graduate or equivalent;
- Excellent command of written and spoken Chinese and English;
- Interest in database management and good computer skills;
- Detail-oriented;
- A team player with good interpersonal skills;
- Knowledge of the performing arts is an advantage but not essential.

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

Please apply before **28 September 2024** with full résumé stating current and expected salary, and a covering letter outlining skills and experience relevant to the above requirements.

Applications can be sent by mail to the 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.

The HKAF is committed to equal opportunity employment.

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