

New World Facilities Management Company Limited

Established in 2009, New World Facilities Management Company Ltd. (“NWFM”) is the management company of Youth Square. Located in the proximity of MTR Chai Wan Station, Youth Square strives to become the focal point of Hong Kong’s territory wide youth development activities.

Youth Square adopted an innovative spatial design to reflect a new generation’s identity. Youth Square comprises a wide range of facilities such as theatre, studio, multi-purpose area, hostel, retail shops and offices.

NWFM is inviting candidates with the right calibre to join our team.

Theatrical Supervisor

Responsibilities

- Responsible for event operations at performing venues, exhibition platform and multi-purpose rooms according to hirer’s needs;
- Take charge of operation (Stage, Lighting and Audio) during rehearsal and event period regarding on the compliance of safety and house rules;
- Provide technical support during operation meeting and assist hirer to perform all aspects of stage and event operations duties;
- Shadow the Manager/Supervisor to handle the department daily operations including but not limited to venue services and theatrical services.
- Assist the Manager/Supervisor to formulate operational strategies with a view to maintaining operational productivity and efficiency in a full spectrum of operational services; oversee on regular administrative work and daily operations;
- Monitor and direct cross team staff to address any feedbacks or conditions and compile status reports on theatrical equipment and systems to report abnormalities/ irregularities to respective teams for speedy attention
- Assist Manager / Supervisor on providing technical remarks/ specifications during procurement and system review;

- Execute regular stock check and maintenance to ensure the quantity and quality of house equipment and the logistics of all equipment and consumable items;
- Perform the role as Resident Stage Manager on event day

Requirements

- Higher Diploma in Theatre and Entertainment Arts with 3 years' related experience or 5 years related experience for certificate.
- Candidate with supervisory experience is an added advantage.
- High proficiency in English, Cantonese and Putonghua is prerequisite.
- High proficiency in Microsoft Office is prerequisite.
- High proficiency in AutoCAD drawing is also an added advantage.
- Strong interpersonal and customer-oriented.
- Independent, highly-organized and hard working.
- Required to work on Saturday, Sunday and Public Holiday and on shift duty and irregular hours.
- Candidate with more experience will consider senior position.

We offer competitive salary and attractive benefits to the right candidates. Interested parties please send resume **quoting job reference number** with **expected salary** to Human Resources and Administration Department, New World Facilities Management Company Limited by clicking the link https://www.youthsquare.hk/join_us/682/apply

For details of the company, please visit website www.nwfm.com.hk