

Art Administration Officer (Part time)

Job Duties:

- Plan and monitor the progress, schedule, quality, and budget of assigned projects.
- Handle art administration work and prepare periodic reports and related enquiries efficiently
- Assist in the development and marketing of projects.
- Plan and coordinate promotional activities for assigned projects.
- Assist in summarizing, reviewing and analysing income performance;
- Provide leasing administration support to the team;
- Lead the team in drafting brief and preparing documents and materials for marketing purposes;
- Assist as Producer and performing ad hoc and special projects as requested.

Requirements:

- University graduate, with 2 years of relevant and solid experience is preferred.
- Interest and passion for arts, culture, comics and animation.
- Knowledge of design, production and technical support.
- Excellent communication and writing skills in both Chinese and English.
- Able to work under pressure with multi-tasking ability.
- Good interpersonal skills and confidence in working with various partners as a team.
- Self-motivated, well-organised, detail-oriented, responsible and able to work independently.
- Proficiency in P.C. operations e.g. MS based applications, Chinese Word Processing.
- Proficiency in Photoshop, Illustrator, and video editing software will be an advantage.
- Willing to work on shift or public holidays occasionally.
- Immediate available is highly preferred.

Interested parties please email your resume and covering letter (please quote your current and expected salary and available date) to Siu Yin Theatre via email siuyintheatre.adm@gmail.com. Only short-listed candidates will be contacted.