



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 over 120 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 to join the dynamic team behind the 2025 Festival as:

PART-TIME TICKETING ASSISTANT *(Oct to Nov 2024)*

Responsibilities include issuing tickets, verifying bookings, handling of ticketing matters and clerical work during the Advance Booking.

Requirements:

- *F.6 and above;*
- *2 years working experience in ticketing industry;*
- *Experience in URBIX ticketing system is an advantage;*
- *Good computer skills including MS Word & Excel;*
- *Detail-minded, honest, responsible, sensible and quick learner;*

Please apply before **20 September 2024** with full resume and a covering 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 & Administration Manager, Hong Kong Arts Festival Society Ltd, Room 1205, 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.)

HKAF is committed to equal opportunity employment.