

Hong Kong Dance Alliance Limited

The Hong Kong Dance Alliance is a non-profit-making body that supports and promotes all forms of dance in Hong Kong. Our projects include publishing the quarterly periodical and online *dance journal/hk*, presenting new works by young choreographers in 'New Force in Motion' Series as well as organizing the annual Hong Kong Dance Awards.

dance journal/hk

As the only printed periodical devoted exclusively to dance in Hong Kong, it provides a platform for reviews, in-depth critiques, regular columns and feature articles on dance, dancers, dance educators, dance audiences, and the broader Hong Kong dance industry. While the online *dance journal/hk* has becoming an important platform for sharing dance reviews in a timely manner.

We are looking for a full-time **Programme Assistant** who will be responsible for coordinating specific events, brainstorming new projects and communicating with venues for productions. He/she will gain hands-on experience in implementation of programmes from creation, planning, execution, promotion to post event evaluation.

Job Descriptions:

- To support the Editorial team to run the newly established Podcast programme and expand its reach to wider members
- Develop new programmes to meet the needs of the dance/performing arts sectors
- Assist in the promotional strategies and publicity of the Company events
- Prepare production meetings materials, production schedules and workflow
- Coordinate with Production Manager and Project Coordinator for major events including HK Dance Awards and New Force in Motion
- Meet and communicate with a diverse range of industry stakeholders, artists, venues managers and dance-related organisations
- Undertake any other duties as assigned

Job Requirements:

- Technical Theatre, Cultural and Arts Management Degree / Higher Diploma or relevant qualification obtained within the past 3 years
- Preferably have 1-2 year(s) of work experience in relevant field
- Experience with coordinating performing arts events and project planning is preferred
- Knowledge and experience with management and familiarity with venue operation
- Proficient in sound editing, recording mixing and editing
- Proficient in Computer Skills

Interested parties may apply through the Hong Kong Arts Development Council website:

<https://www.hkadc.org.hk/whats-on/call-for-application/202425-arts-talents-internship-matching-programme>
(Application Form for Interns)

To apply for the mentioned position, please fill in the following information:

表演藝術及藝術製作人員見習計劃 Internship Scheme for Artistic and Production Personnel

所選見習職位意向 Preferred Intern Positions

職位編號 Job Reference No.: **AG054-2024-APP**

職位名稱 Position Title: **節目助理 Programme Assistant**

Personal data collected will be used for recruitment purpose only and will be treated confidentially.