



香港藝術節協會有限公司 Hong Kong Arts Festival Society Ltd

The Hong Kong Arts Festival (HKAF) 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:

Programme Manager

A core member of the artistic and programme team of the Programme Department and working closely with the Programme Directors, the Programme Manager will be responsible for the planning, delivery and evaluation of HKAF international programmes and original commissions, productions, special events, as well as ancillary activities.

JOB DESCRIPTION

1. Provide day-to-day management of a wide-range of programmes, productions and events, ensuring that they will be delivered according to deadlines and presented to high quality.
2. Manage and develop relationships with artists, arts organisations, creative and delivery teams, venues and production partners; negotiate contracts with each party
3. Oversee the timelining and scheduling functions for programming and festival productions, and work with the Festival team on long-term projects and organisational planning
4. Conduct programming and curatorial research, researching artists, projects and schemes that can benefit Festival programming and commissions
5. Develop, manage and report on commission/project budgets with Programme Directors within the Festival's accountancy procedures and prepare financial and evaluation reports
6. Liaise with internal departments and external parties to ensure that the project is represented accurately
7. Line-manage Assistant Producers, freelancers and Producing Placements
8. Undertake project administration and logistics, and all personal administration
9. Any other responsibilities as required

QUALIFICATIONS AND REQUIREMENTS:

1. University graduate or equivalent with a minimum of six years' relevant experience as producer and administrator in the performing arts or creative industries
2. A creative, communicative and highly-motivated individual with solid production, administrative and budget management experience and be able to manage multiple projects



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3. An excellent team player with a good command of written and spoken English and Chinese;
4. Knowledge of art and performing arts and preferably experience working in festivals or arts organisations.

This is a contract post renewable on a yearly basis.

Please apply before **12 December 2023** with full résumé stating current and expected salaries, and a covering letter highlighting skills and experience relevant to the above requirement and fulfilment of HKAF's mission.

Applications should be sent by mail to Office 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.

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

HKAF is committed to equal opportunity employment.

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