



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:

Project Manager

A core member of the Programme Department, the Project Manager will be responsible for the management, delivery and evaluation of HKAF programmes, PLUS events, as well as arts education and outreach activities.

JOB DESCRIPTION

1. Take part in the curation, planning and development of HKAF programmes and outreach activities
2. Manage and execute a wide range of HKAF programmes, productions, events and activities, ensuring that they will be effectively delivered according to timeline with the assigned KPI efficiently achieved
3. Build up the relationships, and manage the contractual preparation and negotiation with artists, agencies, arts organisations, creatives, production teams, venue management and service providers
4. Manage and oversee the project budgets with Programme Directors within the Festival's accountancy procedures, and prepare financial and evaluation reports
5. Coordinate and collaborate with internal departments and external parties to ensure that the project is properly managed
6. Undertake project administration, logistics planning, as well as general administration of the Programme department

QUALIFICATIONS AND REQUIREMENTS:

1. A university graduate or equivalent with a minimum of six years' relevant experience as a project manager or producer in the performing arts industries
2. A creative and communicative individual with solid project management, administrative and budget management experience and be able to manage multiple projects
3. An excellent team player with a good command of written and spoken English and Chinese;
4. Passionate and knowledgeable in arts, with working experience in arts organisations
5. Be able to work under pressure and long hours during the Festival period



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This is a contractual post.

Please apply before **5 July 2025** 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 Human Resources and Administration 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.