



TOOLBOX PERCUSSION

敲击裏

Toolbox Percussion proactively drives percussive arts programme in Hong Kong, curating ambitious music projects and challenging the best in the field whilst also continually nurturing new musical talent by commissioning, developing, collaborating, rehearsing, performing, recording, and touring contemporary performances.

### Marketing & Media Executive (18-month contract)

Recruited member will be a vital member of the Toolbox Percussion team that is primarily responsible for marketing and branding affairs.

The suitable candidate will support us by:

- Developing and executing innovative campaigns;
- Managing the online presence of Toolbox Percussion;
- Coordinating media relations to align with organisational goals;
- Assisting the Artistic Director and Resident Artists for on-site preparation and co-ordination;
- Assisting in office administration work assigned by Artistic Director / Company and Programme Associate

We are looking for a passionate arts administrator with the following attributes:

- Bachelor degree or above in Marketing/ Public Relations/ Arts Administration/ Cultural Management / or relevant discipline obtained within the last 3 school years while submitting the application;
- Demonstration of a strong interest in promoting percussion / contemporary music / performing arts/ theatre and cross-disciplinary productions;
- Self-initiative, proactive, dynamic, and able to meet tight deadlines;
- Good computer skills including proficiency in Microsoft Office, Apple iOS, Adobe Creative Suite and web design;
- Good interpersonal skills and a team player;
- Good written and communication skills in Chinese and English;
- Hong Kong Permanent Resident aged 18 or above.

**Application:** Interested candidate please send an expression of interest letter and expected salary to [intern@hkadc.org.hk](mailto:intern@hkadc.org.hk). Shortlisted applicants shall be invited for face-to-face interview within 2 weeks. Data collected is for recruitment only and will be treated in the strictest confidence. Review of applications will commence on 19 July 2024 and continue until the post is filled.

[**Remarks:** The position is part of the Arts Talents Internship Matching Programme. The Arts Talents Internship Matching Programme is supported by the Hong Kong Arts Development Council.]

