

Project Assistant

項目助理

Deadline: 20 July 2024

Unlock Dancing Plaza Limited is now looking for a full-time Project Assistant (12-month) who is passionate about performing arts and has a willingness to work as an arts administrator.

You will be assisting the Directors and Managers for the implementation of both artistic and outreach programmes in the context of the Company's mission and vision. Scope of work includes:

- Organise and manage various performing arts programmes, including education and outreach projects;
- Manage company website and other social media platforms;
- Develop and implement marketing plans;
- Liaise with artists, creative and working partners, medias as well as stakeholders to operate the programmes and productions; and
- Handle daily logistics and administrative duties, including phone / email communications, database management and filing.

Requirements:

- Hong Kong permanent resident aged 18 or above;
- Tertiary institute graduate within the last 3 years, preferable with related working experience in Arts Administration;
- Fresh university graduates are welcome to apply;
- Preferably with knowledge of the performing arts and stage events;
- Have strong administrative and organizational skills;
- Work in weekend may be required according to the Company's event schedule.

Interested parties please send your full resume with covering letter and expected salary via email to hr@unlock.com.hk. All applications will be treated in strict confidence and personal information will only be used for recruitment related purpose.

"The Arts Administration Internship Scheme is supported by the Hong Kong Arts Development Council"

About Unlock Dancing Plaza

Unlock Dancing Plaza is one of the most forward-thinking and adventurous contemporary dance company in Hong Kong. Determined to extend possibilities of dance making, Unlock aspire to develop a diverse performing arts ecology. Emancipate from institutionalised dance aesthetic, we propose to redefine dance as natural form of self-expression, honoring individuality, and breaking from the production-focused par for the course. In recent years, Unlock makes new attempt to conduct “Unlock Body Lab” - a series of research on dance and performances, initiates “dance-to- be” residency project, showcase platform, cultural exchange with overseas artists, and “#danceless” public participatory project.

Facebook: Unlock Dancing Plaza

Instagram: @unlockdancingplaza @danceless.unlock

Website: www.unlock.com.hk

Unlock Dancing Plaza is an equal opportunity employer and welcomes application from all qualified candidates. Information provided relating to employment will be kept confidential and used only for processing applications. Applicants who are not contacted within 4 weeks may consider their application unsuccessful and all unsuccessful applications will be destroyed upon completion of the recruitment process.