



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

**The Hong Kong Arts Festival** 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 post:

### **Outreach Coordinator**

#### **Responsibilities:**

- Assist the Outreach Manager to coordinate and implement different outreach and education activities;
- Responsible for supporting the operation of Young Friends Scheme (YFS) and liaison with schools and education institutes on initiatives including school touring, membership recruitment, in-school workshops and programmes selection e.t.c;
- Work together with the outreach team in all outreach projects to ensure the smooth running of all programmes;
- Leading and coordinating the promotional arms of the YFS through online and printed materials;
- The role requires working on evenings and weekends during the HK Arts Festival and programme / project periods.

#### **Qualifications:**

- Degree or Diploma holder with 3 years or above relevant working experience;
- Have previous experience in membership operation, event planning and managing registration system is preferred
- Dedicated, self-motivated, well organized and detail minded;
- Passionate in performing arts and education; well-acquainted with the local art and education sector would be a benefit
- Able to work independently and proficiency in MS Office and online management tools;

This is a contract post, renewable on a yearly basis. Candidate with more experience will be considered for Assistant Outreach Manager.

Please apply before **31 July 2024** with full résumé stating current and expected salary, and a covering letter outlining skills and experience relevant to the above requirements and the fulfilment of the HKAF's and No Limits' mission.

Applications can be sent by mail to the 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](mailto:hr.recruit@hkaf.org).



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The HKAF is committed to equal opportunity employment.

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