



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 Officer

Responsibilities:

- Assist the Outreach Manager to coordinate different outreach activities;
- Responsible for the administration of the outreach activities and ensure smooth running of all programmes;
- Assist in the recruitment and membership management of Young Friends and other Outreach projects;
- Assist in the maintenance of the Young Friends website and other online social media; and
- Assist in the promotion of the projects through online and printed materials

Qualifications:

- Degree or Diploma holder with 1 year or above relevant working experience;
- Meticulous, dedicated, detail-minded and well organized;
- Strong project management, data analytical and communication skills;
- Passionate in performing arts;
- Proficient in MS Office applications, especially Microsoft Excel; and
- Immediate availability is preferred

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

Please apply before **9 November 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.

The HKAF is committed to equal opportunity employment.

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