



## 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 organization 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 to join the dynamic team behind the 2024 Festival as:

### **PART-TIME TICKETING ASSISTANT** *(Oct to Nov 2023)*

Responsibilities include issuing tickets, verifying bookings, handling of ticketing matters and clerical work.

#### **Requirements:**

- *F.6 and above;*
- *2 years working experience in ticketing industry;*
- *Experience in URBTIX ticketing system is an advantage;*
- *Good computer skills including MS Word & Excel;*
- *Detail-minded, honest, responsible, sensible and quick learner;*

Please apply before **31 August 2023** with full resume and a covering letter outlining skills and experience which are relevant to the above requirements and the fulfilment of the HKAF's mission.

Applications should be sent by mail to HR & Administration Manager, Hong Kong Arts Festival Society Ltd, Room 1205, Arts Centre, 2 Harbour Road, Wanchai, Hong Kong or by email through [hr.recruit@hkaf.org](mailto:hr.recruit@hkaf.org).

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

HKAF is committed to equal opportunity employment.