



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

The Hong Kong Arts Festival (HKAF) 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:

Programme Manager

A core member of the programme team of the Programme Department, the Programme Manager will be responsible for the management, delivery and evaluation of HKAF international programmes and original commissions, productions, special events, as well as education and outreach activities.

JOB DESCRIPTION

1. Be responsible for the management and supervision of a wide range of programmes, productions and events, ensuring that they will be effectively delivered according to timeline and presented to high quality.
2. Manage relationships and negotiate with artists, arts organisations, creative and delivery teams, venues and production partners
3. Negotiate and draft contracts with artists, agents and service providers
4. Manage and report on project budgets with Programme Directors within the Festival's accountancy procedures and prepare financial and evaluation reports
5. Liaise and collaborate with internal departments and external parties to ensure that the project is properly managed
6. Plan and execute outreach and education activities
7. Undertake project administration and logistics planning, as well as general administration for the programming department
8. Any other responsibilities as required

QUALIFICATIONS AND REQUIREMENTS:

1. University graduate or equivalent with a minimum of six years' relevant experience as project producer and administrator in the performing arts industries
2. A creative, communicative and highly-motivated individual with solid project management, administrative and budget management experience and be able to manage multiple projects
3. An excellent team player with a good command of written and spoken English and Chinese;
4. Knowledge of art and performing arts and preferably experience working in festivals or arts organisations
5. Be able to work under pressure and long hours during the Festival period



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

This is a contract post renewable on a yearly basis.

Please apply before **25 July 2024** with full résumé stating current and expected salaries, and a covering letter highlighting skills and experience relevant to the above requirement and fulfilment of HKAF's mission.

Applications should be sent by mail to Human Resources and Administration 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.

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

HKAF is committed to equal opportunity employment.