

Shakespeare4All Company Limited (S4A)

Shakespeare4All Company Limited (S4A) was founded in 2003 and is a charity registered under S88. It is recognised throughout Hong Kong for its spectacular annual Shakespeare Gala production, supported by founding sponsor SWIRE Properties and has provided drama experiences to thousands of students from aided, direct subsidy, government and private schools in the region. At its inception, S4A pursued a very specific manifesto of using Shakespearean text to support confidence in English. However, in recent years the organisation has evolved to work on a larger platform, providing diverse performance and learning opportunities to children and youth along with professional support. We are also true to the '4All' part of our moniker by reaching out into communities to work with students and students with different abilities from all over Hong Kong.

It is our mission to inspire young people to aspire to excellence:

INSPIRE: Offering a learning environment that is creative, original and structured

ASPIRE: A demanding but imaginative framework that involves new thinking and disciplines

EXCELLENCE: Drawing out the potential in students to be the best they can be

Project Manager

We are now looking for candidates with the following skills and attributes:

- Hong Kong Permanent Resident or with a valid working visa
- Degree holders majoring in arts management, arts and humanities or equivalent qualifications/experience
- Bilingual speaker with ability to write in Chinese
- Minimum 3 years of experience in arts administration
- Passionate about theatre, arts education and youth development
- Able to multi-task, work under pressure and willing to take up challenges
- Responsible, attention to detail and organised
- Experience in professional theatre production/school touring shows is an advantage
- Excellent leadership and communication skills
- Prepared to travel around Hong Kong to participating schools of the programme
- Prepared to work weekends, nighttime occasionally to accommodate production schedules
- Proficiency in computer applications (Microsoft Excel, Word, PowerPoint)
- Other computer skills are an advantage

Responsibilities:

- Manage, oversee, and monitor the general procurement function and activities to ensure that the projects and procedures are implemented and adhered to
- Initiate, communicate and work smoothly with members at all levels in the project team, contractors and other stakeholders
- Interact and liaise with sponsor(s) or other organisations in relation to claims management on the project
- Review plans and submissions for all projects as well as the implementation of such plans and submissions
- Work alongside with the Head Tutor to manage in-school programmes
- Report to the Artistic Director, General Manager and Deputy General Manager on operations

Please send your CV in confidence to hr.s4ahk@gmail.com, all information will be treated with the strictest confidence.

Shakespeare4All® Company Limited 香港小莎翁有限公司

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