

Unlock Dancing Plaza is currently looking for suitable candidates to join their professional team:

Position: Project Manager / Assistant Project Manager

Duties and Responsibilities:

- Report to General Manager
- To be responsible for managing programmes that assigned by Artist Director / Creative Director / General Manager of the company, including outreach activities.
- To assist General Manager to identify and prepare proposals in seeking grants and sponsorship for projects.
- To manage and develop relationships with artists, arts organisations, creative and delivery teams, venues and production partners; negotiate contracts with each party.
- To liaise with external business parties including government bodies and other art affiliates; and internal parties to ensure that the projects are represented accurately.
- To manager and develop the marketing needs of each project, including company website and social media channels update, as well as overseeing necessary publicity works.
- To be responsible for administrative and managerial work, project and oversees production management and artistic team.
- To manage, develop and report on project budgets and prepare financial and evaluation reports.
- Any other responsibilities as required.

Requirements:

- Degree holder in relevant disciplines with at least 3-5 years of working experience in arts-related organisations, at least 1-2 years of managerial level.
- A creative, communicative, well-organised and highly motivated individual with solid production, administrative and budget management experience and be able to manage multiple projects.
- Excellent communication and writing skills in both Chinese (Cantonese and Mandarin) and English
- Proficient in using MS Word, Excel, PowerPoint
- Knowledge of art and performing arts and preferably experience working in festivals or arts organisations

Interested parties please send your full resume with covering letter and expected salary via email to hr@unlock.com.hk. All applications will be treated in strict confidence and personal information will only be used for recruitment related purpose.

About Unlock Dancing Plaza

Unlock Dancing Plaza is one of the most forward-thinking and adventurous contemporary dance company in Hong Kong. Determined to extend possibilities of dance making, Unlock aspire to develop a diverse performing arts ecology. Emancipate from institutionalized dance aesthetic, we propose to redefine dance as natural form of self-expression, honoring individuality, and breaking from the production-focused par for the course. In recent years, Unlock makes new attempt to conduct “Unlock Body Lab” - a series of research on dance and performances, initiates “dance-to- be” residency project, showcase platform, cultural exchange with overseas artists, and “#danceless” public participatory project.

Facebook: [Unlock Dancing Plaza](#)

Instagram: [@unlockdancingplaza](#) [@danceless.unlock](#)

Website: www.unlock.com.hk

Unlock Dancing Plaza is an equal opportunity employer and welcomes application from all qualified candidates. Information provided relating to employment will be kept confidential and used only for processing applications. Applicants who are not contacted within 4 weeks may consider their application unsuccessful and all unsuccessful applications will be destroyed upon completion of the recruitment process.