



**Position Available:
Programme Manager**

Company Description

Our Company is one of the five Eminent Arts Groups designated by the Hong Kong Arts Development Council. We produce and tour exciting and artistically unique theatre productions, curate an international Shakespeare Festival and organise a young people performing arts training course. We are now recruiting a Programme Manager. The recruitment is on a contractual basis, subject to renewal, depending on the candidate's qualification and work performance.

Job Responsibilities

- Work closely with our Artistic Director on the implementation of our artistic vision, programme planning and execution, and related administrative and financial matters;
- Liaise with external parties and stakeholders, including but not limited to funders, presenters, venue personnel, artistic and production teams.

Candidate's Preferred Qualification, Aptitude and Experiences

- Hong Kong permanent resident and university graduate with a minimum of 3 years' experience in producing and managing performing arts programmes including writing project proposals;
- Good command of written and spoken English and Chinese (including Cantonese and Mandarin);
- Willing to work from time-to-time outside Hong Kong;
- Good interpersonal and communication skills;
- Responsible, well-organised, able to work independently and sometimes under pressure;
- Hands-on experience in managing overseas tours will be a plus;
- Proficiency in MS Office and Chinese word processing; knowledge in Photoshop, Illustrator and video editing apps will be a bonus.

Job prospect

The successful candidate will have the benefit of participating in the process of realising an artistic vision into concrete programmes, and assuming high level decision-making position in international collaborative programmes.

Interested candidates should submit their application with a full resume, indication of availability, current and expected salaries by e-mail to info@tswtheatre.com on or before **14 October 2024**.

Please note that only candidates shortlisted for interviews will be notified of the result of the application. The information provided will be kept confidential and used for recruitment purposes only.



香港藝術發展局
Hong Kong Arts Development Council

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