



City Contemporary Dance Company (CCDC) is a well-established, non-profit making performing arts company and one of Hong Kong's leading cultural institutions. We are seeking candidates interested in a rewarding career in the arts for the following position:

### **SENIOR PROGRAMME CO-ORDINATOR – PROGRAMME AND MARKETING DEPARTMENT**

Report to the Programme Manager, you're required to:

- liaise with teammates to assist in programme coordination and logistics of the Company's productions, including ticketing, customer service, archival records and related administration works;
- liaise with different departments regarding venue needs and bookings;
- organise previews, talks and other programme plus events and audience building activities;
- handle enquiries and ad-hoc tasks as assigned.

Requirements:

- University graduate with minimum 2 years of solid relevant experience in arts administration. Candidates with less experience will be considered as Programme Co-ordinator;
- Demonstrate a strong passion for arts and culture, particularly in the field of Dance;
- Be a quick thinker, confident and well-organised, flexible, and have the ability to multitask and do what it takes to get the job done;
- Good command of written and spoken English and Chinese, fluent in Putonghua;
- Able to work under pressure and meet deadlines; willing to work overseas and irregular hours;
- Hong Kong permanent resident aged 18 or above

Interested parties please send an application letter with full CV, current and expected salary to [recruitment@ccdc.com.hk](mailto:recruitment@ccdc.com.hk) OR mail to CCDC, Flat F, 3/F, Golden Bear Industrial Centre, 66-82 Chai Wan Kok Street, Tsuen Wan, N.T., Hong Kong **on or before 31 December 2024**. Please quote the applied position in the letter and on the envelope or email subject line.

All applications will be treated in strict confidence and personal information will only be used for recruitment-related purposes.