

## Venue Assistant (Job ref: VA-2446-HKAAA)

### Main Duties:

- To support on stage and technical aspects of the SHOWCASE, including technical setup and dismantling of events held at SHOWCASE;
- To provide stage and technical support to hirers and perform technical related operational duties;
- To provide administrative support such as preparing event coordination related documents, all event materials required, procurement documents and answering enquiries from Venue users or hirer etc;
- To liaise with both internal and external Venue user throughout the entire event coordination process to ensure smooth running of events;
- To perform any other duties as directed by Venue Manager

### Requirements:

- Possess technical experience in event space or theatre, and experience in the operation and maintenance of theatrical equipment and theatre infrastructure;
- Possess experience of working in stage performance/ events set-up, rehearsals and performances;
- Possess diploma in Theatre/ Event Technical Arts or related discipline from a recognized tertiary education;
- Be computer literate in MS Office, preferably with knowledge in creating and interpreting of technical drawings, specifications and design documentation;
- Good interpersonal skills, multi-tasking, self-motivated and able to work under pressure;
- Working on irregular hours and on Saturdays/ Sundays/ Public Holidays is required.

Salary offered will be commensurate with qualifications and experience. Interested persons please send CV **quoting the reference number in the heading** together with details on education and work experience, stating salary history and expected salary, and indicating your earliest availability by **email** ([hrrecruit@hkadc.org.hk](mailto:hrrecruit@hkadc.org.hk)) or **post** to the Human Resources Department, 5/F, Landmark South, 39 Yip Kan Street, Wong Chuk Hang, Hong Kong no later than **21 October 2024**. For more information, please visit HKADC website: <https://www.hkadc.org.hk>.

Applicants not invited for interview within 16 weeks from the closing date for application may assume that their applications are unsuccessful. Personal data collected will be treated in strictest confidence and will only be used for recruitment purposes. HKADC reserves the right to consider late applications and not to make appointment for the post advertised.

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