

## Venue Senior Officer (Technical) (Job ref: VSO-2511-HKAAA)

### Main Duties:

- To support Venue Manager in handling all stage and technical aspects of HKADC's multi-purposed venue SHOWCASE at Wong Chuk Hang;
- Managing and maintaining the exhibition and stage equipment, technical systems, and facilities within the SHOWCASE to ensure optimal functionality and safety;
- Overseeing the setup, operation and dismantling of exhibitions, performances or other events at the SHOWCASE, including scenery, temporary structure, lighting, sound and audiovisual systems and equipment;
- Working as a team to liaise and coordinate with internal and external parties such as event organizers, hirers or vendors to understand technical requirements and ensure seamless event execution at the SHOWCASE;
- Provide technical support and guidance (both stage and technical aspects) to SHOWCASE users and hirers;
- Setting up and managing technical documentation, database, and drawings to facilitate and coordinate with SHOWCASE users and hirers;
- Planning and maintain an inventory of technical equipment and manage procurement of suppliers as needed;
- Conducting regular inspections and maintenance of technical equipment to ensure compliance with safety standards and operational efficiency;
- Ensuring all technical operations align with the venue's policies, procedures, and safety regulations;
- Monitoring and supervising outsourced technicians and freelancers if needed;
- Keeping up-to-date with current arts venue's technology and industry's best practice.

### Requirements:

- 3 years or above relevant experience in technical and productions support for arts venue, theatres, event or function space with demonstrable experience in producing and running exhibitions and/ or performances, operations and maintenance of an event spaces. Experience in sizeable arts venues or companies at supervisory level will be an added advantage;
- Be experienced in operating and maintaining common event space's stage and technical equipment (e.g. DMX gateway box, exhibition and stage lighting console and control system);
- An accredited certificate or advanced diploma in Theatre/ Event Technical Arts or equivalent technical qualification from a recognized tertiary education will be an advantage, but not a must;
- Independent and highly-organized;
- Able to guide and lead the technicians and freelancer;
- Strong interpersonal and customer service skills;
- Has sound knowledge of safe working practice and legislation in an arts venue / event space environment, such as working at height, use of lifting or access equipment, rigging of equipment such as lighting, sound, projectors and drapes;
- Required to work on **Saturday, Sunday and Public Holiday and on shift duty and irregular hours**;
- Candidates with less experience will be considered as Venue Officer (Technical).

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 **6 April 2025**. 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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