



鄧樹榮戲劇工作室
TANG SHU-WING
THEATRE STUDIO

Position Available:
Senior Marketing and Programme Officer (1-year contract, renewable)

Key Job Responsibilities

- Assist to execute programme and brand marketing campaigns in an integrated marketing approach for upcoming productions, events and festivals.
- Manage company's online platforms including company's website and social media.
- Responsible to manage company's email marketing and CRM system.
- Prepare printed materials, including but not limited to leaflets, posters and brochures.
- Assist producer in house programme publications, ticketing and administrative support for company's local productions and outbound tours.
- Liaise with tutors, students and other related stakeholders regarding education programmes and courses.
- Provide administrative support to prepare minutes of company meetings and manage company's calendars.
- Undertake other ad-hoc duties as assigned.

Candidate's Requirements

- Bachelor's degree holder with minimum 3 years of work experience in marketing, arts administration, event management and/or related fields.
- Excellent copywriting and proofreading skills.
- Strong sense of responsibility, detail-oriented and well-organised.
- Proficiency in MS office, design software; knowledge in video-editing is a plus.
- Hands-on experience in managing social media platforms, CRM and eDM systems.
- Strong interpersonal skills with good command of written and spoken English and Chinese (including Cantonese and Mandarin).
- Willing to work in irregular hours and weekends occasionally.
- Passionate and knowledgeable in performing arts.
- Immediate availability is an advantage.

*Candidate with less experience will be considered as **Marketing and Programme Officer**.*

Company Description

Tang Shu-wing Theatre Studio, a registered charity, is one of the five Eminent Arts Groups designated by Hong Kong Arts Development Council. Being one of the leading forces in the performing arts industry, the Company is dedicated to promote a better quality of public life through performing arts. The Company is internationally renowned for its body-based minimalist aesthetics, contributing enormously to cultural exchange on the world stage. Tang Shu-wing Theatre Studio is open to cooperate with any organisations or individuals who share the same vision as ours.

Interested parties please submit application with a full resume, indication of availability and your current and expected salary by e-mail to info@tswththeatre.com on or before **14 November 2025 (Friday)**.

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

鄧樹榮戲劇工作室為藝發局「優秀藝團計劃」資助團體
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