



## Shakespeare4All Company Limited (S4A)

Shakespeare4All Company Limited (S4A) is Hong Kong's leading English performing arts youth charity founded in 2003 and is a charity registered under S88. It is recognised throughout Hong Kong for its spectacular annual Shakespeare Gala event, supported by founding sponsor SWIRE Properties and has provided drama experiences to thousands of students from aided, direct subsidy, government and private schools in the region.

At its inception, S4A pursued a very specific manifesto of using Shakespearean text to support confidence in English. However, in recent years the organisation has evolved to work on a larger platform, providing diverse performance and learning opportunities to children and youth along with professional support. We are also true to the '4All' part of our moniker by reaching out into communities to work with students and students with different abilities from all over Hong Kong.

It is our mission to inspire young people to aspire to excellence:

INSPIRE: Offering a learning environment that is creative, original and structured

ASPIRE: A demanding but imaginative framework that involves new thinking and disciplines

EXCELLENCE: Drawing out the potential in students to be the best they can be

### **Ticketing Officer (Part-time)**

**We are now looking for a candidate with the following skills and attributes:**

- Diploma graduate or above, experienced in arts management experience is an advantage, fresh graduate also welcome
- Minimum 1 year of working experience of ticketing in performing arts
- Bilingual speaker with ability to write in Chinese
- Good computer skills are prerequisite
- Skilled in analysis and good with numbers
- Able to multi-task, work under pressure & like to be challenged
- Able to work with flexible working hours to accommodate production schedules.

**Responsibilities:**

- Handle and help supervise subscription and ticketing matters
- Coordinating with schools / NGOs for school / NGOs tickets
- Arrange with ticket agencies
- Issue of tickets
- Compiling ticketing reports
- Maintain database and records
- Work alongside with the admin team

**Working Schedule:**

- 2-months contract, working period mid-July to mid-September 2024
- Working hours 2.5 days per week, 8.5 hours per day

Please send your CV in confidence to [hr.s4ahk@gmail.com](mailto:hr.s4ahk@gmail.com), all information will be treated with the strictest confidence.

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