

Face Productions is a stage school, production company, and talent management agency. We offer students aged 10 – 25 training and experience within the performing arts as well as develop the necessary skills to join professional full-time performing arts programmes worldwide. At Face Academy we provide a safe space for students to develop their self-confidence and individuality, both as a performer and as a young person getting ready to take on the world.

Customer Services and Productions Officer (Fresh graduates are welcome)

We are looking for a full-time Customer Services and Productions Officer to be the first point of contact for both our customers and the wider community. Furthermore, the successful applicant will have skills in, and/or a drive to learn about theatrical production – whether it be set design, hair, make-up, costumes etc. Applicants should be passionate about the performing arts and detailed-oriented. The successful applicant will join an energetic team of performing arts professionals committed to providing the very best theatrical experiences to both our students and the wider Hong Kong theatre audiences.

Requirements:

- Fluency in written and spoken English, and Chinese is an advantage
- A confident and outgoing personality
- A high attention to detail
- Computer literacy
- A passion for the performing arts and theatre education
- Skills/passion in one or more aspect of theatrical production
- Working location: Wong Chuk Hang (Near MTR station)

Benefits:

- 5-day Work Week; Tuesday to Saturday
- Public Holiday, 12 days Annual Leave
- Life & Medical Insurance Benefits
- Long-Service Awards
- Special Tuition Fee for Staff & their Families

Interested parties please send your **full resume with date of availability, current and expected salaries** to careers@kggeducation.edu.hk.

For details of the company, please visit website <https://www.faceproductions.com.hk/>