



香港藝術節協會有限公司 Hong Kong Arts Festival Society Ltd

The Hong Kong Arts Festival (HKAF) is a non-profit organization committed to enriching the cultural life of the city. It presents around 130 performances by top local and international talent in February and March each year, and organises a wide range of auxiliary and educational events.

Suitable candidates are invited to apply for the following:

Programme Officer

A member of the producing team of the Programme Department, the Programme Coordinator will be responsible for the execution of production duties for HKAF commissions, productions, special events and arts education activities.

including.

JOB DESCRIPTION

1. As executive producer, to produce, manage and deliver projects including supporting the development process of a project, ensuring that the needs of the creative team and delivery team are anticipated and met.
2. Coordinate and liaise with artists and co-producers, presentation partners as well as executing outreach and education programmes and activities;
3. Coordinate meetings, preparing presentations, running workshops and coordination of all aspects of the presentation of the programmes in Hong Kong;
4. Perform production administrative duties including contract negotiation and drafting, production schedule and planning, production personnel management;
5. Work within the Festival's existing finance procedures including efficient and accurate processing of invoices, raising quotation orders and keeping expenditure record in project budgets.

QUALIFICATIONS AND REQUIREMENTS:

1. University graduate or equivalent with a minimum of 1-2 years' relevant experience in production management in the performing arts, entertainment or creative industries;
2. Organised, efficient, detailed oriented and be able to work under pressure and deadlines;
3. Creative with good communication, negotiation skills and budget management experience;



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4. Good command of both English and Chinese, competence in Putonghua and knowledge of art, digital arts and performing arts will be an advantage.

This is a contract post renewable on a yearly basis.

Please apply before **29 May 2024** with full resume stating current and expected salaries, and a covering letter highlighting skills and experiences relevant to the above requirement and fulfilment of HKAF's mission.

Applications should be sent by mail to Human Resources and Administration Manager, Hong Kong Arts Festival Society Ltd, Room 1205, Hong Kong Arts Centre, 2 Harbour Road, Wanchai, Hong Kong or by email through hr.recruit@hkaf.org.

(All personal data collected will be used for recruitment purposes only.)

HKAF is committed to equal opportunity employment.