



Established in 1977 and incorporated in 2001, Hong Kong Repertory Theatre (HKRep) is the longest standing and largest professional theatre company in the city. We are recruiting a suitable candidate to fill the vacancy of:

Marketing Officer

Main Responsibilities

- Implement marketing campaigns for the Company's productions;
- Provide support to the production of marketing collaterals, working closely with design houses, advertising agencies and other printing production companies in the scope of budget and media planning and handling, tasks co-ordination, quotation bargaining and jobs monitoring;
- Maintain and update the company's website and manage social media platforms;
- Assist formulation of audience survey and help to prepare insightful research analysis;
- Provide administrative support for the marketing team.

Requirement

- University degree in Marketing, Business Administration or in a related discipline, or equivalent;
- At least 2 years' working experience in marketing, experience in arts and cultural field will be an asset;
- Excellent knowledge of advertising, production, media buying and e-marketing;
- Excellent command of written and spoken English and Chinese, fluent Putonghua an advantage;
- Good organizational and multi-tasking skills, initiative and creativity, with the ability to work independently and under pressure;
- Proficiency in MS Office applications and Chinese word processing. Knowledge in graphic design software application is preferable.

Remuneration Package

Remuneration package commensurate with Candidate's qualifications and experience

Fringe benefits include annual leave, MPF and medical insurance

Application

Application letter, together with full resume and expected salary should reach the following address **on or before 6 November, 2018**:

- i. by post **Finance and Administration Department
Hong Kong Repertory Theatre Ltd
4/F Sheung Wan Municipal Services Building
345 Queen's Road Central
Hong Kong**

OR

- ii. by email recruit@hkrep.com

(Please quote 'Application for HKRep Post' on envelope/email subject.)

For more information on the Company, please visit <http://www.hkrep.com>. For enquiries, please call 3103 5905.

(Information provided will be treated in strict confidence and only be used for recruitment related purpose)