



香港藝術節 Hong Kong Arts Festival

The **Hong Kong Arts Festival** 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:

Assistant Production Manager

Responsibilities:

1. Assist the Production Manager for Festival's programmes and budgeting;
2. Manage assigned programmes in technical, production and stage management aspects;
3. Handle special licenses for stage productions; and
4. Manage technical and production inventories, organizing information lists, stock taking and warehouse maintenance.

Qualifications:

1. A recognized university/ academy degree in stage/ technical management, lighting design, or equivalent; with minimum 6 years of relevant experience with solid 3-years in a supervisory position as full time staff with performing arts companies, venues or arts organizations; OR
A recognized advance diploma or diploma in stage/ technical management, lighting design, or equivalent; with minimum 8 years of relevant experience with solid 5-years in a supervisory position as full time staff with performing arts companies, venues or arts organizations;
2. Proficient in computer software of Microsoft office and AutoCAD;
3. Strong administrative and interpersonal skills with extensive management experience in various stage productions, including management and technical operations; and
4. Excellent spoken and written communication skills in English and Chinese. Proficiency in Putonghua is preferred.

This is a contract post renewable on a yearly basis.

Please apply before **16 December 2018** with full resume stating current and expected salaries, and a covering letter outlining skills and experiences which are relevant to the above requirements and the fulfilment of the HKAF's mission.

Applications should be sent by mail to HR & 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.

HKAF is committed to equal opportunity employment.

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