



香港賽馬會慈善信託基金
The Hong Kong Jockey Club Charities Trust
同心·同步·同進 RIDING HIGH TOGETHER

Shakespeare4All Company Limited

Shakespeare4All (S4A) is one of Hong Kong's leading performing arts education companies. Established in 2003 "to inspire young people to aspire to excellence" and using English as the medium of instruction and participation, the S4A Drama Club outreach programme has taught thousands of students in primary and secondary schools across Hong Kong to read, understand and perform Shakespearean plays.

Project Manager

We are now looking for a project manager with the following skills and attributes:

- University graduate, a degree in arts management, arts and humanities is an advantage
- Bilingual speaker with ability to write in Chinese
- Minimum 5 years' experience in arts administration
- Passionate about theatre and working with young people
- Committed to arts education
- Able to multi-task, work under pressure & likes to be challenged

Responsibilities :

- Managing, overseeing and monitoring the general procurement function and activities to ensure that the project and procedures are implemented and adhered to
- Initiating, communicating and working with members at all levels in the Project team, contractors and other stakeholders, and interacting and liaising with the sponsors or other organisations in relation to claims management on the project.
- Reviewing the plans and submissions for all projects as well as the implementation of all such plans and submissions

Please send your resume in confidence to hr.s4ahk@gmail.com before 20th December 2018. All information will be treated with the strictest confidence.

Shakespeare4All Company Limited is a registered charity in Hong Kong SAR.