



Jones Production Ltd., an all-rounded company specialized in project management, provides solution to event management & productions. We focus on collaboration with local art groups, funding advisory bodies and individual artists to realize projects that are conducive to the vibrant art-making environment. Our major scope of work includes the coordination and execution of arts projects, marketing and promotion of funded programmes and proposal building for arts-education initiatives. We are looking for suitable candidate under project terms and contract terms to join the team to realize the cultural and arts education programmes.

### **Production Assistant**

The suitable candidate will support us:

- in meaningful key projects to positively impact on management and operation on stage for different arts genres;
- by co-ordinating, scheduling, communicating and providing administrative operational support for an array of arts/cultural/commercial-projects
- by liaising with all concerned parties for a smooth production of the assigned programmes
- by develop creative ideas and concepts, often in partnership with other creative team members.

We are looking for a curious and efficient young aspiring production assistant with the following attributes:

- diploma graduate or above, experienced in productions, graphic design and creative industry an advantage
- with knowledge and passion in performing arts/stage management/technical knowledge an advantage
- an effective and efficient communicator
- able to work irregular hours and outdoor work is required
- with relevant working experience (Fresh graduate with the right attitude and related experience will also be considered.)
- good interpersonal skills and a team player
- good written and communication skills in Chinese, English and good computer literacy and
- a permanent HK resident

Application Deadline: 18 Dec 2018

Interested candidate please send application with CV to [info@jonesproduction.com.hk](mailto:info@jonesproduction.com.hk)  
Shortlisted applicants shall be invited for face-to-face interview within 3 weeks of application deadline. Data collected is for recruitment only and will be treated in the strictest confidence.

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Website: [www.jonesproduction.com.hk](http://www.jonesproduction.com.hk)