



SINCE 1993

- Position : Internship - Performing Arts Programme Assistant
- Length of practicum: April – mid June 2019 (2.5 months)  
Work 5 days a week in May & June plus performance days
- Job nature:
1. Assist in logistic and ticketing arrangement;
  2. Provide on-site support for Festival-related events;
  3. Welcome and greet artists while they are in Hong Kong (Pick up and drop off hotel/venue/airport);
  4. Provide full spectrum of administration and secretarial support to the Performing Arts department.
- Skills required:
1. Willing to get experience in a wide-scale international festival and be part of a young and passionate team of French and local professional;
  2. Good communication skills with good command of both written and spoken English and Chinese (Cantonese);
  3. Teamworking skills;
  4. Good organisation skills;
  5. Confidence in exchanging with foreign artists;
  6. Proficient in PC skills (Microsoft word & excel).
- Allowance: \$100 Meal and transportation allowance will be provided per working day.

For interested parties, please submit your application along with your CV on or before 28 January 2019 via online application quoting your availability to:

Ms. Icy LAI ( [icy.lai@frenchmay.com](mailto:icy.lai@frenchmay.com) )

Shortlisted applicants will be contacted for interview. Applicants not being invited for interview within 4 weeks from 28 January 2019 may assume their applications unsuccessful. For any enquiry may contact Ms. Lai at 36780151.