

Project Coordinator

Application deadline: 22 January, 2019

The Absolutely Fabulous Theatre Connection (AFTEC) is a bilingual arts-in-education charity and a LCSD Venue Partner. Working in three strategic areas -- Arts for Change, Youth Empowerment and Learning & Participation – we allow the arts to inspire young people by providing alternative creative and interactive learning approaches in a diversity of sites. AFTEC is a dynamic organisation with over 70% of colleagues aged 35 & under. Our work is game-changing and has been recognised locally and abroad.

AFTEC undertakes projects with young people, including Special Educational Needs students, and is seeking to fill the above vacancy.

The suitable candidate will support the Project Manager to:

- Assist in office administration and supportive duties
- Work closely with the team, vendors and partners to coordinate, organise and execute events in different locations
- Work closely with the team to develop and execute event logistics and communications

We are looking for enthusiastic and aspiring arts administrators with the following attributes:

- Hong Kong permanent resident
- College or university education level with interests in the arts and cultural fields
- A minimum of 2 years' experience in organising events / arts administration
- Proficient in MS Office (Word, Excel, Powerpoint). Chinese word processing
- Responsible, diligent and dedicated, able to work independently
- Good oral and written communication skills in English and Chinese. Mandarin is an advantage

Please send application with CV and expected remuneration to teresa@aftec.hk. Shortlisted applicants shall be invited for face-to-face interviews within 2 weeks of the application deadline. Data collected is for recruitment only and will be treated in the strictest confidence.

Enquiries: 2520 1716

www.aftec.hk