

Cultural Project Assistant

Organisation : Alliance Française de Hong Kong

Job Title: Cultural Project Assistant (Internship)

Alliance Française de Hong Kong is a non-for-profit and a non-gouvernemental association. Its mission is to promote and enhance the knowledge and appreciation of French and Francophone culture, to increase the knowledge of the French language, and to encourage interaction among French, Francophone and Hong Kong people through programs in education and the arts.

The cultural affairs assistant provides support to the cultural department by assisting the organization and coordination of French cultural events of the Alliance Française de Hong Kong including French Speaking world festival in March, Le French May in May & June, Make Music Hong Kong music festival in June, the Hong Kong French Film Festival in November/December and various visual arts projects and conferences all along the year.

Length of practicum: Beginning of March (1st preferable) to the end of June 2019 (4 months renewable)

Working location: Wan chai

Office hours: 10am-6pm; 5 days a week, on duty for performance days

Meal and transportation allowances will be provided, a bonus may be added at the end of the internship based on the quality of the work.

Job duties:

- Assist on cultural project administrative tasks including venue and visa application, ticketing, logistics preparation concerning artist's stay in HK
- Assist on coordination with partner organization for preparing the co-presented events documents
- Assist in all areas of guest and artist's relations and hospitality during the events
- Assist on either front of house or backstage tasks on show days
- Assist on occasional technical equipment and facilities sourcing if needed
- Assist on Chinese/English translation for events related documents.
- Assist on daily based cultural and communication administrative tasks
- Assist on the redaction of reports after each event (frequentation, photos, feedback)

Profile and skills required

- Hong Kong Permanent resident
- Advanced studies or university degree in a related field
- Strong interest in the cultural and artistic sectors
- Flexibility and availability (occasional time constraints evenings and weekends during festival and events)
- Interpersonal skills and teamwork, curiosity and dynamism
- Rigor in the work due to the diversity of activities (organization, logistics, technical, communication)
- Good use of office tools
- Previous experience in a similar position would be a plus
- Must be Fluent in Cantonese and English (written and spoken)
- Knowledge of French, Mandarin and Hong Kong cultural network would be a plus

Please submit your CV with short motivation text **on or before 22 February** by email to:

Ms. Victoria GUAN cultural@afhongkong.org

Shortlisted applicants will be contacted for interview. Applicants not being invited for interview within 4 weeks from 22 February 2019 may assume their applications unsuccessful. For any enquiry please contact Ms. Victoria GUAN at +852 2823 4917.