



The Company

Established in 1988 by Jacky YU Yan-wah, E-Side Dance Company is one of the representative contemporary dance organizations in Hong Kong. In addition to creating original dance theatre productions, it provides a platform for artistic and cultural exchange in Asia constantly. The company also organizes plenty of outreach programmes to nurture the aesthetics of youth generation and reach a wider audience. It presents internationally superb dance productions every year to help develop a brand new arts and cultural hub in Hong Kong.

The company has been a venue partner of the Ngau Chi Wan Civic Centre since 2008. The company achieved the 2006 Hong Kong Dance Award for “Outstanding Choreography” and 2012 Hong Kong Dance Award for “Outstanding Service to Dance”.

Arts Administrator Trainee

Job duties:

- ◆ Assist in administrative and daily office support activities
- ◆ Write and distribute press releases to media
- ◆ Liaise with different parties involved in the productions
- ◆ Coordinate the production of publicity materials and collateral for the programmes
- ◆ Provide administrative support for the programmes
- ◆ Carry out ad-hoc duties as assigned

Requirements:

- Hong Kong permanent resident
- Diploma holder or above
- Excellent command of written and spoken English and Chinese (Cantonese and Putonghua)
- Proficiency in MS office & basic computing skills
- Passionate about arts and culture
- Creative, responsible, self-motivated and an effective team player with good interpersonal skills
- Able to work with flexible working hours to accommodate production schedules

Interested applicants please submit application with cover letter and CV with expected salary to admin@esidehk.com

(All data collected will be used for recruitment purposes only.)