

About Hong Kong Ballet

Hong Kong Ballet is one of the premier classical ballet companies in Asia and is internationally recognised as a top institution that represents Hong Kong's unique character. Since 1979 Hong Kong Ballet has evolved into a vibrant performing arts organisation with accomplished dancers and a strong repertoire composed of a range of stunning, technically challenging productions. The company has grown and flourished over the years, and today engages a roster of over 40 dancers from all over the world. Led by Artistic Director, Madeleine Onne since 2009, Hong Kong Ballet's repertoire combines 19th to 21st century classical masterpieces, acclaimed contemporary works and newly commissioned ballets performed to audiences in Hong Kong and abroad. hkballet.com

We are seeking a high caliber candidate to fill the following position:

Development Officer / Co-ordinator

The candidate should have passion for promoting the arts and be a customer-oriented professional with experience and interested in marketing, PR and event management.

Main Responsibilities

- Support and execute various fundraising events and donation programmes
- Assist the team to develop promotional and fundraising materials including sponsorship proposals and presentations
- Maintain strong relations with sponsors, partners, patrons and supporters
- Input and maintain up-to-date information on the sponsorship and donation database and prepare reports

Requirements

- University graduate in Business Administration, Marketing, Event Management or related discipline
- 1-2 years' relevant experience in marketing or business development
- Keen to building, managing and developing relationships
- Strong execution, organization event ability and meeting deadline
- Excellent written and spoken English and Chinese (including Mandarin)
- Proficiency in MS Word, Excel, PowerPoint and Chinese Word processing
- Detail-orientated, team-player with initiative, open to flexible working hours

Potential candidate with no working experience will be considered as Development Co-ordinator. This post is funded by Hong Kong Culture Centre Venue Partnership Scheme – Arts Administrator Trainee Programmes.

HK BALLET

香港芭蕾舞團

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STANDING
STILL

Please apply with full resume, current and expected salary, and indication of availability to recruitment@hkballet.com or by post to G/F, 60 Blue Pool Road, Happy Valley, Hong Kong.

*(You may assume your application unsuccessful if you do not hear from us within 6 weeks.
Data collected would be used for recruitment purpose only.)*