

### **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 45 dancers from all over the world. Led by Artistic Director, Septime Webre, Hong Kong Ballet's repertoire combines 19<sup>th</sup> to 21<sup>st</sup> century classical masterpieces, acclaimed contemporary works and newly commissioned ballets performed to audiences in Hong Kong and abroad. [hkballet.com](http://hkballet.com)

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

### **Assistant Development Manager / Senior Development Officer**

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

### **Main Responsibilities**

- Report to the Development Director and be responsible for the development and implementation of various fundraising events and donation programmes
- Develop promotional and fundraising materials including sponsorship proposals and presentations
- Develop and maintain strong relations with sponsors, partners, patrons and supporters
- Monitor sponsorship and donation database and prepare reports
- Work closely with various departments on different corporate sponsorships and donation programmes

### **Requirements**

- University graduate in Business Administration, Marketing, Event Management or related discipline
- Minimum 5 years' relevant experience in marketing or business development
- Experience in building, managing and developing relationships
- Ability to plan, monitor and implement projects and events
- 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
- Candidate with less experience will be considered as Senior Development Officer

Interested parties please submit application with detail CV, current and expected salary to

# HK BALLET

香港芭蕾舞團

NEVER  
STANDING  
STILL

[recruitment@hkballet.com](mailto:recruitment@hkballet.com) or by post to Assistant Human Resources Manager, G/F, 60 Blue Pool Road, Happy Valley, Hong Kong.

*(Data collected would be used for recruitment purpose only.)*