



Chung Ying Theatre Company 中英劇團 www.chungying.com

Established in 1979, Chung Ying Theatre Company is a reputed theatre organisation financially supported by the Government of the HKSAR and a Venue Partner of Kwai Tsing Theatre, dedicating to promote dramatic arts and paying special effort on educational and outreach programmes. CYTC is one of the first local theatre companies introducing “Theatre-in-Education” to Hong Kong. To cope with our expansion, we are **URGENTLY** looking for high calibre professionals to join our dynamic team.

Assistant Production Manager 副製作監督

Duties:

1. Assist production manager to supervise and liaise the work of our in-house production team and other freelance designers for productions;
2. To manage and coordinate all production elements under the supervision of Production Manager;
3. To work closely with different aspects of contractor including lighting, sound, scenery, props and rigging; scheduling crew and facility requirements; and to provide budget for production expenses under the supervision of Production Manager.
4. To supervise, organise, update and record the COMPANY’S inventory including office and stage equipment.

Requirement:

1. Diploma/Degree in Theatre and Entertainment Arts or equivalent;
2. At least 10 years of technical and production management experience in performing arts or equivalent;
3. Good command of drawing skill such as AutoCAD and Photoshop is a must; any other technical knowledge such as lighting, sound and automation platform operation is an advantage;
4. Former full time working experience in a theatre company or theatre-related company is an advantage;
5. Good command of written and spoken English and Chinese;
6. Immediate availability is highly preferred.

Salary and Benefits:

Salary is commensurate with qualifications and experience of the successful candidate. Fringe benefits include rest days, public holidays, annual leave, sick leave, maternity leave, paternity leave, medical insurance, employee’s compensation insurance and MPF.

Interested parties please send application letter together with full CV (in both **Chinese and English**) and expected salary to **Ms. Leung, Administration Department, Chung Ying Theatre Company, G/F, 10 Borrett Road, Hong Kong**, or by e-mail to hr@chungying.com on or before **20th March 2019**. All applications will be treated in the strictest confidence. Applicants who are not invited for interview by **3rd April 2019** may consider their application unsuccessful. Enquires Tel: 3961 9835

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