

JCCAC is a self-financed charity and a subsidiary of Hong Kong Baptist University. It is a vibrant multidisciplinary artist village and arts centre located in an award-winning architectural conversion from the former Shek Kip Mei Factory Estate. It provides 140 studio units for artists and cultural organisations plus various venue facilities for performance, exhibition and other arts/cultural activity. JCCAC now invites applications for the following position:

Senior Venue Officer / Venue Officer
(JCCAC003/18-19)

Duties

The appointee will assist the Venue Management Team to:

- (a) manage front desk customer service operation, e.g. answering enquiries and providing assistance to the Centre's tenants, venue hirers and visitors;
- (b) handle venues and facilities bookings;
- (c) arrange operation meetings and consolidate venue service requirements from venue hirers;
- (d) provide venue services and operational support to the Jockey Club Black Box Theatre, Galleries, Central Courtyard and communal facilities;
- (e) serve as duty officer for events/performances;
- (f) assist the operation of ticketing service at the Centre;
- (g) coordinate services for hirers of the Centre's venues;
- (h) supervise venue service assistants;
- (i) prepare and coordinate publicity material for venue programmes;
- (j) provide operational support for Centre-managed venue programmes; and
- (k) perform any other duties assigned by the Centre management.

Qualifications and Requirements

Applicants must be interested in arts venue management, and possess a post-secondary qualification with at least three years of work experience relevant to venue front-line/customer services. Knowledge in arts, theatre/gallery operation or stage/events management will be a definite advantage. JCCAC is looking for candidates with a pleasant personality and excellent communication, interpersonal and multitasking skills, who are well organised, proactive, self-motivated, service-oriented and able to work both independently and as a good team player. Due to job nature, shift duty, irregular working hours and working on weekends and/or public holidays will be required.

Shortlisted candidates will be invited to sit for a written test. Candidates with less work experience will be considered for the post of Venue Officer.

Appointment Terms

The appointee will initially be offered a fixed-term contract of two years, renewable thereafter subject to mutual agreement. A competitive remuneration package commensurate with qualifications and experience will be offered to the right candidate.

Application Procedure

Applicants should complete an application form downloadable from the JCCAC website (www.jccac.org.hk) and submit it with a cover letter by email to jovekwok@hkbu.edu.hk. All applications will be treated in strict confidence. For enquiries, please call 2353-1311.

Closing date: 4 April 2019