



## Shakespeare4All Company Limited

Shakespeare4All (S4A) is one of Hong Kong's leading performing arts education companies. Established in 2003 "to inspire young people to aspire to excellence" and using English as the medium of instruction and participation, the S4A Drama Club outreach programme has taught thousands of students in primary and secondary schools across Hong Kong to read, understand and perform Shakespearean plays.

### Project Officer (6 months contract)

We are now looking for a project officer with the following skills and attributes:

- Diploma graduate or above, experienced in arts management experience is an advantage
- Minimum 2 years of working experience in the arts or a relevant industry
- Bilingual speaker with ability to write in Chinese
- Passionate about theatre and working with young people
- Committed to arts education
- Able to multi-task, work under pressure & likes to be challenged
- Able to work with flexible working hours to accommodate production schedules.

### **Responsibilities :**

- Assisting in planning and execution of projects
- Coordinating with schools
- Assist in planning and implementing marketing campaign, including advertising, PR, media planning and social media
- Assisting in managing productions
- Maintain database and records

Please send your resume in confidence to [hr.s4ahk@gmail.com](mailto:hr.s4ahk@gmail.com) before 24th April 2019. All information will be treated with the strictest confidence.

Shakespeare4All Company Limited is a registered charity in Hong Kong SAR.