

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, Septime Webre, 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:

Education & Community Outreach Officer / Coordinator

Reporting to the Education & Community Outreach Manager, the candidate will be responsible for the execution of plans and activities organised by the Education & Community Outreach Department, and for liaising with schools and other organisations to arrange Company visits.

Main Responsibilities

- Execute the plans and activities organised by the Education & Community Outreach Department
- Prepare proposals, budgets, and financial and activity summary reports
- Assist with the planning of rehearsals and performances at schools, including all the operational and logistical requirements
- Liaise with venue personnel, internal production teams (including Technical and Wardrobe Departments) and other relevant parties to ensure that operations are efficient, effective and of the highest standard
- Liaise with venue personnel for the booking of performing and rehearsal venues
- Perform administrative duties for the Education & Community Outreach Department
- Coordinate with schools, government departments, community groups and other organisations for Company visits

Requirements

- Degree holder preferably in Education, Performing Arts, Administration or related discipline
- Minimum of 2 years' working experience in administration or marketing-related fields
- Independent, well-organised person who is willing to take initiative

- Excellent command of both written & spoken English and Chinese, fluency in Mandarin
- Proficient in computer skills
- Able to work under pressure, with flexible working hours (including weekends and public holidays) to accommodate production schedules as needed
- Work experience in arts organisations and an interest in ballet would be an advantage

Candidate with less experience and qualification will be considered as Education & Community Outreach Coordinator. This post is funded by Hong Kong Cultural Centre Venue Partnership Scheme – Arts Administrator Trainee Programmes.

Please apply with full resume, current and expected salary, and indication of availability to recruitment@hkballet.com or by post to Assistant Human Resources Manager at 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.)