

### **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 19th to 21st 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 Corporate Communications Manager**

An integral member of the Marketing team, the Assistant Corporate Communications Manager will be reporting to Director of Marketing and be responsible for the Company's corporation communications and event PR to support its artistic and business goals.

#### **Main Responsibilities**

- Write, edit and translate press releases, speeches and scripts for productions and events
- Organize press and corporate events such as press conferences
- Support other departments for publicity including but not limited to crafting social media content and eDMs
- Coordinate the production of annual report
- Assist in pitching stories to media contacts
- Follow up on media interviews and coverage
- Develop and maintain press database
- Update the media section of Company's website
- Engage in joint marketing / promotion initiatives / activities

#### **Requirements**

- Degree or above in Corporate Communications, Marketing, Language, Translation or related disciplines
- At least 5 years of corporate communications / PR experience. Experience in the arts sector an asset
- Excellent writing, editing and translation skills

# HK BALLET

香港芭蕾舞團

NEVER  
STANDING  
STILL

- Proficiency in spoken English, Cantonese and Mandarin
- Excellent interpersonal and communication skills
- A team player, meticulous and able to work under pressure
- Have a great passion for ballet, dance and the arts
- This position does include working after office hours and on weekends occasionally

Interested parties please submit application with detail CV, current and expected salary to [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.)*