



# 香港藝術節 Hong Kong Arts Festival

**The Hong Kong Arts Festival** is a non-profit organization committed to enriching the cultural life of the city. It presents around 130 performances by top local and international talent in February and March each year; and offers a wide range of complementary and educational events in venues across the city.

Suitable candidates are invited to apply to join the dynamic team behind the Festival as:

## **Ticketing Officer**

### **Responsibilities:**

To handle and help supervise subscription and ticketing matters of the Hong Kong Arts Festival, including customer services, arrangements with ticketing agencies, issue of tickets, compiling sales reports, dealing with merchandise, etc.

### **Qualifications:**

1. Degree holder with exposure to cultural activities; with a minimum of 2 years' experience in ticketing in performing arts;
2. Strong interpersonal skills and ability to take initiative;
3. Good computer skills a prerequisite;
4. Skilled in analysis and good with numbers;
5. Good command of English and Chinese. Spoken Putonghua preferred.

Candidates with less experience may also apply and will be considered for the position of Ticketing Assistant.

This is a contract post renewable on a yearly basis.

Please apply before **16 June 2019** with full resume stating current and expected salary, and a covering letter outlining skills and experience which are relevant to the above requirements and the fulfilment of the HKAF's mission.

Applications should be sent by mail to HR & Administration Manager, Hong Kong Arts Festival Society Ltd, Room 1205, Hong Kong Arts Centre, 2 Harbour Road, Wanchai, Hong Kong or by email through [hr.recruit@hkaf.org](mailto:hr.recruit@hkaf.org).

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

HKAF is committed to equal opportunity employment.