



Project Manager (3 years contract)

Application deadline: 22 June

Established in 1993, Passoverdance is a local non-profit dance organisation, which later underwent a restructuring led by Pewan Chow, Antoinette Mak and a group of young artists in 2008. Passoverdance has been a recipient of the Hong Kong Arts Development Council Year Grant since 2016. The company is dedicated to fostering and developing local dance culture, as well as discovering and nurturing new talents in the community. In recent years, the company has toured to Beijing, Guangzhou, Singapore, Bahrain, Taiwan and Malaysia. With its endeavour to explore the infinite possibilities in the art of dance, Passoverdance strives to reveal the purity and uniqueness in each work, creating a deeper dialogue and interaction between the audience and the work.

Job Duties:

- To oversee and coordinate the all project activities, including programme planning, budgeting, marketing and promotion, and execution.
- To manage and supervise project progress and expenditures of the programme and to ensure completion of projects are on time, within budget and achieve the project objective.
- To seek out potential venue partners, act as the point of contact for project partners, funders, participants, facilitate creative progresses by anticipating and managing artistic needs while supporting the programme to ensure that all aspects of the programme have relevant support.
- To supervise the project team on administrative works, including daily operation, on-site support to artists and other professionals.
- To liaise with different stakeholder groups, including funder, government departments, NGOs and relevant government departments, instructors.
- To design and execute the evaluation matrix for the programmes.

Requirements:

- Permanent HK resident
- University graduate in arts management with minimum 5 years of relevant and solid managerial experience. Knowledge and passion in performing arts;
- Experience in executing large-scale arts education project;

- Excellent communication and writing skills in both Chinese and English. Putonghua will be an advantage;
- Good interpersonal skills, well-organised and able to work independently;
- Detail-oriented, strong interpersonal and presentation skills Insightful, self-motivated and resilient; and
- Willing to work on shift or public holidays occasionally.

Salary offered will commensurate with qualifications and experience. Interested persons, please send CV with **details on education and work experience, expected salary, and indicating your earliest availability** to info@passoverdance.org.

Personal data collected will be treated in strictest confidence and will only be used for recruitment purposes. Passoverdance reserves the right to consider late applications and not to make appointment for the post advertised.



Project Coordinator (3 years contract)

Application deadline: 22 June

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Job Duties:

- To work closely with Project Manager in all aspects of the programme.
- To assist in execution of marketing/advertising campaigns and handle internal and external programmes as well as maintain online-promotion platform.
- To coordinate performances and workshops by assist the administrative work and on-site support to artists and other professionals.
- To Liaise with relevant parties to collect materials for the programme and publicity materials, including but not limited to instructors, participants, performance venues, potential partners and technical team.
- To handle documentation works, include data collection, entry and analysis.
- To draft correspondences and general administrative work.
- To assist in carrying out the evaluation matrix for the programmes.

Requirements:

- Permanent HK resident
- University graduate in arts management with minimum 3 years working experience in administration or marketing-related fields. Knowledge and passion in performing arts;
- Experience and knowledge in handling bookkeeping activity and liaising with accountants.

- Excellent communication and writing skills in both Chinese and English. Putonghua will be an advantage;
- Good interpersonal skills and communication skills to work with different parties;
- Proficiency in computer skills including MS Office and Chinese word processing; knowledge in Photoshop and Illustrator would be a bonus; and
- Willing to work on shift or public holidays occasionally.

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