



City Contemporary Dance Company (CCDC) is a well-established, non-profit making performing arts company and one of Hong Kong's leading cultural institutions. We are seeking candidates interested in a rewarding career in the arts for the following position:

ASSISTANT PROJECT MANAGER - FESTIVAL (6-MONTH CONTRACT)

You will be required to manage a dance festival independently in terms of production co-ordination, budget control, public relations, publicity and business development. You will also be required to report duty between July to December 2019.

Requirements:

- University graduate with minimum 5 years of solid relevant experience in arts festival publicity and public relations management;
- Be exceptionally creative and truly driven to create a great buzz for our dynamic organisation;
- Be a quick thinker, confident and well-organised, flexible, and have the ability to multitask and do what it takes to get the job done;
- Articulate, devoted to the arts field, able to work under pressure, meet deadlines and willing to work irregular hours;
- Good command in both Chinese and English writings;
- Fluent in English, Cantonese and Putonghua;
- Good interpersonal skills and experience in PR, audience building and/or school networking preferred;
- Hands on experience with websites, social media and tools of the trade like Photoshop, Illustrator and Final Cut Pro is distinct advantage;
- Knowledge in dance and/or festival organisation is a must.

Interested parties please send an application letter with full CV, current and expected salary to recruitment@ccdc.com.hk OR mail to CCDC, 11/F, 26-28 Tai Yau Street, San Po Kong, Kowloon **on or before 17 June 2019**. Please quote the applied position in the letter and on the envelope. All applications will be treated in strict confidence and personal information will only be used for recruitment related purpose.